

MANDATE:

The mandate of the Board is to facilitate informed decision-making within the City of Edmonton's Community Services Department by:

- ✳ Gathering information and sharing knowledge;
- ✳ Raising issues and awareness;
- ✳ Providing advice and recommendations on Department priorities, policy, and programs;
- ✳ Making recommendations on funding; and
- ✳ Offering alternative strategies to address Department priorities.

SUBCOMMITTEES:

✳ FCSS and Social Policy (standing committee) Meets the second Wednesday each month from 5 -8 pm	✳ Other ad hoc sub-committees to address specific grant funding programs and other ad hoc requests when required Variable meeting dates
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CURRENT BOARD ACTIVITIES:

✳ Identifying issues, offering advice, and/or developing strategies related to Community Services priorities in social development, parks and recreation, and community safety.	✳ Reviewing and assessing applications for a number of grant funding programs, and making recommendations for agencies to receive funding from the City of Edmonton
✳ Ad hoc participation in Department projects and consultations	

REMUNERATION:

- ✳ NONE - Board members serve in a voluntary capacity, however, eligible expenses are available for citizen members who serve on Council committees, including a child care expense allowance (for meeting attendance) based on actual receipts submitted

APPOINTMENT TERM:

- ✳ One-year terms, (from May 1 to April 30) renewable to a maximum of six consecutive years.
- ✳ City of Edmonton Volunteer Management practices include an annual evaluation of board members. *[City Policy C575A]*

TO APPLY:

- ✳ Applicants are required to complete the online Taleo application, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)

**APPLICATION PROCESS TIMELINE:**

Community Services Committee of Council serves as the Selection Committee for this Board. It is anticipated that selection processes will take place on the following dates:

- ✳ March 3, 2016 - Applicant Short Listing
- ✳ March 17, 2016 - Applicant Interviews
- ✳ April 5, 2016 - Appointments made by City Council

QUALIFICATIONS:

- ✳ An interest in social policy, recreation, and/or parks issues
- ✳ The ability to think strategically and understand that the board is helping to shape Edmonton's future
- ✳ The ability to look at the community through a "big picture" lens
- ✳ Knowledge of boards and how they operate in different environments
- ✳ The ability to commit:
 - A **minimum of 4 hours per month** for Board meetings, plus committee work (which varies from additional monthly meetings, to short term frequent meetings).
 - **The Board meets** on the fourth Tuesday of each month from 5 -8 pm

EXPECTATIONS:

- ✳ To understand the Advisory Board's role, mandate, bylaw, and policies
- ✳ To fulfill requirements of monthly board and committee meeting participation
 - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board
- ✳ To abide by the Ethical Guidelines for Citizens Who Serve on City Boards, Agencies, and Committees; and [Supplemental Conflict of Interest Guidelines](#)
- ✳ To work together with other Board members and City Administration
- ✳ To develop a spirit of cooperation between the Advisory Board, community organizations, and agencies, as well as maintain a complimentary role with other funding allocation and advisory bodies
- ✳ To represent the Community Services Advisory Board in the community and at community events when required.