

**MANDATE:**

The Board will:

- advise Council on matters relating to City of Edmonton historical issues and civic heritage policies; and
- encourage, promote, and advocate for the preservation and safeguarding of historical properties, resources, communities, and documentary heritage.

SUBCOMMITTEES:

<ul style="list-style-type: none">• Heritage Outreach Committee• Meets 2nd Wednesday of month, 5-6:30 pm	<ul style="list-style-type: none">• Historic Resources Review Panel• Meets 2nd Tuesday of month, 3-5:30 pm
<ul style="list-style-type: none">• Plaques & Awards Committee• Meets as needed, usually the 1st Wednesday of month 5-6:30 pm	<ul style="list-style-type: none">• Executive Committee• Meets 3rd Wednesday of month, 5-6:30 pm

CURRENT BOARD ACTIVITIES:

<ul style="list-style-type: none">• Architectural Heritage Website- next phase	<ul style="list-style-type: none">• Strategic Planning
<ul style="list-style-type: none">• Plaques and Awards-ongoing	<ul style="list-style-type: none">• Historic Resources Review Panel-ongoing

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 Committee. 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:

- * A strong interest in and appreciation for the built heritage of the community
- * Previous board experience
- * The ability to work with Social Media (Facebook in particular)
- * The ability to think creatively and lead projects
- * The ability to speak and write effectively
- * A Communications background would be an asset
- * The ability to commit:
 - o Minimum of 2 three hour evenings per month for meetings and board related activities
 - o The Board meets every fourth Wednesday of the month at 5 pm at the Prince of Wales Armouries

EXPECTATIONS:

- * To understand the Advisory Board's mandate, bylaw, and policies
- * To attend Board meetings and to be actively involved on a minimum of one committee
- * To actively participate in Board meetings
 - o To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board
- * To follow through on assigned projects to completion
- * To abide by the Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees
- * To work together with other Board members and City Administration