



2 Vacancies - 2017-18 Term

1 OF 2

MANDATE:

The mandate of the Board is to facilitate informed decision-making within the City of Edmonton's Citizen 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:

<ul style="list-style-type: none">✳ FCSS and Social Policy (standing committee) Meets the second Wednesday each month from 5-8 pm	<ul style="list-style-type: none">✳ Other ad hoc sub-committees to address specific grant funding programs and other ad hoc requests when required Variable meeting dates
---	---

CURRENT BOARD ACTIVITIES:

<ul style="list-style-type: none">✳ Identifying issues, offering advice, and/or developing strategies related to Citizen Services priorities in social development, recreation, and community safety	<ul style="list-style-type: none">✳ Reviewing and assessing applications for a number of grant funding programs, and making recommendations for agencies to receive funding from the City of Edmonton
<ul style="list-style-type: none">✳ 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 C575B]*

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 and Public Services Committee of Council serves as the Selection Committee for CSAB Members. It is anticipated that selection processes will take place on the following dates:

- * February 5, 2017 - Posting Expires
- * March 3, 2017 - Applicant Short Listing
- * March 23, 2017 - Applicant Interviews
- * April 11, 2017 - Appointments made by City Council

QUALIFICATIONS:

- * An interest in social policy, recreation, and/or community safety
- * 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:
 - o A **minimum of 4 hours per month** for Board meetings, plus committee work (which varies from additional monthly meetings, to short term frequent meetings)
 - o 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
 - o 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