



3 Vacancies

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 as needed

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 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 EHB members. It is anticipated that selection processes will take place on the following (Tentative) dates:

- * February 4, 2018 - Posting Expires
- * March 16, 2018 - Applicant Short Listing
- * April 6, 2018 - Applicant Interviews
- * April 10, 2018 - 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