

Community Services Advisory Board

2019-2020 Term - Recruitment Profile

2 Vacancies

Edmonton

Frequently Asked Questions:

[What is the purpose/mandate of the board?](#)

[What is expected of me, as a member?](#)

[How much time can I expect to spend, as a member?](#)

[What does the committee do?](#)

[Do I get paid?](#)

[Are my expenses reimbursed?](#)

[How long am I a member?](#)

[How do I apply to become a member of the committee?](#)

[How long does the selection \(“hiring”\) process take?](#)

[What qualifications do I need to apply?](#)

[Does the committee have subcommittees?](#)

[Am I expected to work on one or more of the subcommittees?](#)

Mandate [\(Back to top\)](#)

The mandate of the [Community Services Advisory Board](#)* (CSAB) 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

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Standing Committees/Subcommittees [\(Back to top\)](#)

- Family and Community Support Services (FCSS) Committee: Meets the 2nd Wednesday of the month from 5 - 8 pm
- Community Investment Grant (CIG) Committee: Variable meeting dates
- Other ad hoc subcommittees to address specific grant funding programs and other ad hoc requests when required: Variable meeting dates

Current Board Activities [\(Back to top\)](#)

- Identifying issues, offering advice, and/or developing strategies related to Citizen Services priorities in social development, 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 [\(Back to top\)](#)

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 [\(Back to top\)](#)

- 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 [\[City Policy C575C\]](#)*

* Link opens in a new tab

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To Apply [\(Back to top\)](#)

Applicants are required to complete the online Taleo application questions, 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 [\(Back to top\)](#)

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 (tentative) dates:

- February 3, 2019 – Posting Expires
- March 14, 2019 - Applicant Short Listing
- April 4, 2019 - Applicant Interviews
- April 16, 2019 - Appointments made by City Council

Qualifications [\(Back to top\)](#)

- 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:
 - 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** at the Edmonton Tower, from 5 - 8 pm

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Expectations ([Back to top](#))

- 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 complementary role with other funding allocation and advisory bodies
- To represent the Community Services Advisory Board in the community and at community events when required

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