

Women's Advocacy Voice of Edmonton Committee

2019-2021 Term - Recruitment Profile

2 Vacancies

Edmonton

Frequently Asked Questions:

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

[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?](#)

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

The mandate of the [Women's Advocacy Voice of Edmonton Committee](#)* (WAVE) is to make recommendations to City Council about women's gender-based issues and opportunities in relation to Council policies, priorities and decisions; promote leadership development to empower Edmonton women to fully participate in civic life, plus research and provide information and resources about women's gender based issues to Edmontonians.

* Link opens in a new tab

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

- Policy Working Group
- Engage and Communication Working Group
- Leadership and Research
- Truth and Reconciliation Working Group

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

- Policy - review new or existing City policies by applying a gender lens
- Leadership - promote leadership opportunities for women
- Engagement - communicate and engage with Edmontonians on topics related to women's issues
- Truth and Reconciliation - follow the calls to action from the TRC

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

NONE - Committee 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 [\(Back to top\)](#)

- Two-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 committee members [\[City Policy C575C\]](#)*

* Link opens in a new tab

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

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

Women's Advocacy Voice of Edmonton (Subcommittee) serves as the Selection Committee. It is anticipated that selection processes will take place on the following (tentative) dates:

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

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

- Reflect the diversity of the City
- Understand the different roles of municipal, provincial and federal jurisdictions
- Will possess one or more of the following:
 - A strong interest in issues that affect women
 - Willingness to look at issues using a gender lens and speak openly about the issues and possible solutions
 - Connection to stakeholder and related communities of interest
 - Leadership abilities, and experience in one or more of the following: public engagement; building relationships; or educating individuals
 - Governance, communication or negotiation skills and experience
 - Advocacy or community organization skills and experience
 - Commitment to mentoring and empowerment
 - Complete GBA+ online orientation
- Will have the ability to:
 - Analyze policies and programs with a view to providing a gender lens and strategic advice to Council
 - Think creatively and lead projects
 - Work with social media
 - Speak and write effectively
 - Commit approximately 8 to 10 hours per month on:
 - Board Meetings - **The Board meets on the 3rd Tuesday of the month** in the Councillors' Boardroom in City Hall at 5:30 pm
 - Subcommittee Meetings – The Subcommittee meetings are monthly

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

- To understand the Committee's role, mandate, bylaw, and policies
- To fulfill requirements of monthly board and subcommittee meeting participation
 - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board
- To work together with other board members and City administration
- To represent the Women's Advocacy Voice of Edmonton Committee in the community and at community events when required.