

# Women's Advocacy Voice of Edmonton Committee

2020-2022 Term - Recruitment Profile

6 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 process take?](#)

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

[Does the committee have subcommittees?](#)

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## 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

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

NONE - Committee members serve in a voluntary capacity, however, members will be compensated for any out-of-pocket receipted expenses such as parking, bus fare, taxis, including child care (for meeting attendance). [[City Policy C575C](#)]\*

\* Link opens in a new tab

## 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 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.)

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## **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 at the following times:

- February 2, 2020 – Posting Expires
- March 2020 - Applicant Shortlisting (TBD)
- April 2020 - Applicant Interviews (TBD)
- April 15, 2020 - Appointments made by City Council

## **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 provide strategic advice to Council
  - Think creatively and lead projects
  - Work with social media
  - Speak and write effectively

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- Will have the ability to: (Cont.)
  - Commit approximately 8 to 10 hours per month:
    - 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

## 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
- 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
- To represent the Women's Advocacy Voice of Edmonton Committee in the community and at community events when required.