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?

***

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
- Reconciliation and Allyship Working Group
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
- Reconciliation and Allyship - advance WAVE member’s education and awareness to become allies to Indigenous communities

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.)

Nov-2020 City of Edmonton - Office of the City Clerk Ph: 780-442-4395 Page 2 of 4
Women’s Advocacy Voice of Edmonton Committee
2021-2023 Term - Recruitment Profile
1 Vacancy

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:

- January 17, 2021 – Posting Expires
- March 2021 - Applicant Shortlisting (TBD)
- April 2021 - Applicant Interviews (TBD)
- April 6, 2021 - 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
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 at 5:30 pm. Meetings are currently being held online via Google Meet due to Covid-19. Contact kaylin.betteridge@edmonton.ca for the link to attend.
  - Subcommittee Meetings – The Subcommittees meet monthly via Google Meet at 6:00 pm
    - Research and Leadership meets on the 1st Tuesday of the month
    - Engagement and Outreach meets on the 2nd Tuesday of the month
    - Reconciliation and Allyship meets on the 4th Tuesday of the month
    - Policy meets as needed

Expectations

- 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.