



## OPPORTUNITY PROFILE

**Board Director, City of Edmonton Representative**

## About Edmonton Airports

Edmonton Airports is a community-based, financially independent, non-share corporation governed by a 14-member board and charged with managing Edmonton International Airport (EIA)—the fastest growing and largest (by area) major Canadian airport. Edmonton International Airport serves over eight million passengers per year and offers non-stop connections to over 60 destinations across Canada, the US and overseas.

In addition to EIA's passenger operations, Edmonton Airports also oversees EIA's air cargo operations, based out of the airport's new multi-tenant "Cargo Village." It also manages Villeneuve Airport, a general aviation facility located northwest of Edmonton which serves as the primary flight-training facility for the Capital Region.

To learn more, visit: [www.flyeia.com](http://www.flyeia.com)

## THE OPPORTUNITY

Edmonton Airports' Board of Directors is responsible for the stewardship, strategic direction and oversight of the business and affairs of Edmonton Airports. In carrying out these responsibilities, the Board endeavours to maintain and seek continuous improvement in high standards of Board governance. Some of the key governance functions of the Board include adopting and monitoring compliance with an ethics code, reviewing and approving Edmonton Airports' strategic plan, annual business plan and report on sustainability, Chief Executive Officer (CEO) succession planning, and satisfying itself that management has identified the principal risks of the business and implemented appropriate systems to manage those risks.

Edmonton Airports' Board of Directors comprises nominees from the City of Edmonton, the City of Leduc, Leduc County, Parkland County, Strathcona County, Sturgeon County, and the Federal Government. Edmonton Airports Board of Directors currently has a vacancy for the City of Edmonton Representative. ***This Director appointment will be made by Edmonton City Council and the candidate must be a City of Edmonton resident.***

Board Members serve a four (4) year term with possible reappointment for a second four (4) year term.

Edmonton Airports Board of Directors currently has two standing Committees (Governance & Human Resources Committee and Audit Committee). It is expected that each Board Director will serve on at least one Committee. Newly appointed Directors are not appointed to a Committee during their first year on the Board but are required to attend a meeting of each standing Committee as part of their orientation.

As a member of the Board of Edmonton Regional Airports Authority ("Edmonton Airports"), the Director will contribute positively and effectively to the maintenance of the Board as a strong, active and independent Board that operates ethically and according to the Board Mandate, the Director's Confirmation, Acknowledgement and Declaration, the Ethics Code, law and best practice.

## THE PERSON

The ideal candidate will have:

- Prior experience on a board, or in executive management of a relevant, substantial corporate entity functioning under a governance model.
- Experience in providing leadership and oversight of complex strategic planning exercises.
- Experience in financial management and reporting.
- Experience leading senior management of large (\$100M+ revenue), high-performing organization.
- Strong local business community relationships.

- High ethical standards and integrity.
- Strategic agility.
- Excellent business acumen.
- Ability to think, speak and act independently and with confidence and conviction.
- Ability to be proactive and diligent in Board endeavours.
- Ability to deal effectively with ambiguity.
- Ability to be collegial, balancing “advocacy” with “inquiry”.
- Ability to build relationships with various stakeholders.
- Well respected in the business community. Has established and strong local business community relationships.

The preferred background/expertise is “governance level experience and leadership in a Financial Management role”. Digital, data, customer-centric IT systems and/or change management experience would also be considered an asset.

Consideration will also be given to high potential candidates who hold an Institute of Corporate Directors (ICD) designation along with the required experience outlined above.

*Edmonton Airports’ Board of Directors is committed to gender diversity. We believe that diversity and inclusion is an essential element in attracting qualified Directors and maintaining a highly effective Board through effective representation of women, Aboriginal peoples, person with disabilities and members of visible minority groups. The ideal candidate will enhance the diversity of the Board.*

## KNOWLEDGE, SKILLS & ATTRIBUTES

**Relationship and Communication Skills**—Solid, dynamic communicator with the ability to establish relationships with elected officials, municipal government staff, and relevant provincial government officials.

**Leadership Skills**—Able to lead through influence and build consensus. Has a proven ability to create and sustain a shared vision, act as a role model and be innovative in finding ways to address the issues in a strategic way.

**Client Service Skills**—Confidence in ensuring that member needs are identified and addressed, ensuring appropriate consultation with all members and stakeholders and ensuring timely, cost-effective and quality service.

**Personal Management Skills**—Demonstrate self-confidence and interpersonal versatility, self-motivation, self-discipline, strong work ethic, initiative, innovation, perseverance, integrity and political acumen. Excellent organization skills to work on numerous projects and coordinate multiple activities.

**Achievement Orientation**—Continuously seeks to stay current and be at the leading edge in his/her field. Driven toward achieving results, understands organizational challenges and is a progressive “idea person”. Committed to excellence, innovation and continuous improvement in the workplace. Encourages others to achieve personal excellence.

**Resourceful**—Sources out possibilities; develops new ideas and moves them forward. Embraces the team culture and involves other members of the team as necessary. Utilizes all of the resources available in order to get the job done. Creative and takes advantage of opportunities, while recognizing the necessity of working within limited resources.

**Independent**—Able to work with minimal supervision; is self-motivated and self-directed.

**Business Maturity**—An honest, open and consistent approach to working with others in the organization. A team player and people-orientated with excellent interpersonal skills, confident and secure.

**Team Player**—Possesses a strong ability to work within a team. Establishes and maintains effective, positive relationships both internally and externally and thrives on pressure.

**FOR INFORMATION PLEASE CONTACT:**

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