
VOLUNTEER MEMBER INFORMATION

RECRUITMENT INFORMATION

What qualifications do I need to serve on these Committees?

People seeking membership should have:

- Significant, direct experience with one of the three categories: Arts & Culture, Community Service or Sports.
- Recent experience as a board or committee member.
- The ability to analyze issues from a broad perspective.
- The ability to commit:
 - 6-10 hours per month on Salute to Excellence Council & Committee related activities.
 - The Salute to Excellence Council meets at Circle Square, 11809 St. Albert Trail, from 11:45 a.m.-2 p.m.. Members also participate on one of the Standing Committees, which meet up to four times per year, during regular business hours and/or evenings.

What is expected of me as a Committee/Council member?

- To develop and maintain a good working knowledge of the Salute to Excellence mandate and operating guidelines.
- To actively participate in Salute to Excellence Council and Standing Committee meetings, orientation planning sessions & other Salute to Excellence activities
- To abide by the [Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees](#)
- To work collaboratively with other Salute to Excellence Council & Committee members and City Administration.
- To have a strong commitment to the community.
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What are some activities of the Salute to Excellence members?

- Adjudication
- Halls of Fame Induction Ceremony - June
- Citation and Performance Awards - November

Is there remuneration for serving on these Committees/Council?

- Council/Committee members serve in a voluntary capacity, however, parking is an eligible expense.

What is the length of my time commitment?

- Minimum of three years.

RECRUITMENT PROCESS

Please return the Volunteer Member Form to: City of Edmonton, Salute to Excellence,
P.O. Box 2359, Edmonton, AB T5J 2R7 or email: salutetoexcellence@edmonton.ca

Please Note: Missing support documentation will delay your application. please make sure your resume and declarations are included when you email your application.

Correspondence with applicant will be by email.

SALUTE to EXCELLENCE

VOLUNTEER MEMBER FORM

How did you learn about the vacancy?

☐ Newspaper ☐ Word of Mouth ☐ Email ☐ Salute Business Card ☐ Other (please identify)

Pls. Indicate Committee: ☐ Arts & Culture ☐ Community Service ☐ Sports

Name:

Home Address:

Postal Code:

Length of Residence in Edmonton:

CONTACT INFORMATION

EMAIL ACCOUNT _____ (mandatory)

Home Phone _____ Bus Phone _____ Cell Phone _____

Why are you interested in serving as a member?

Please indicate how your background, skills, and perspective will assist this Council.

Have you been involved with the Edmonton Arts Council, Sports Council or ECVO (Edmonton Chamber of Voluntary Organization)? If so which one?

Do you have any other experience with a board or organization dealing with Arts & Culture, Community Service or Sports? If yes, which organization and are you currently a member?

What other past experience do you have with boards or organizations?

Do you have any real or perceived conflict of interest with serving on this Council/Committee?

Is there any other information you would like to add for the selection committee's consideration?

Applicants are required to submit:

☐ **Completed Application Form** ☐ **Resume**

PLEASE NOTE: References may be required upon request

Electronic Signature

By checking this box I declare that the information provided in this application is correct and complete to the best of my knowledge. **I understand that false information given or any relevant information withheld will result in the denial of my application.**

☐

Name

Date

Your personal information is collected in accordance with section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used by the City of Edmonton, for the administration and management of the Salute to Excellence program and will be shared with other Salute to Excellence members. If you have any questions about the collection or use of your personal information, contact the Salute to Excellence Office at 18th Floor, Edmonton Tower, 10111-104 Avenue NW, Edmonton, Alberta T5J 0J4 or Donna Bradley-Bobey 780-496-7380.

APPENDIX I

Conflict of Interest Guidelines for Council and Committee Members

All Salute to Excellence council and committee members shall be given a copy of these guidelines at the start of their terms of office.

1. A Salute to Excellence council or committee member is in a conflict of interest if she/he uses or attempts to use the position, or information given to them as a result of holding this position, to promote personal interests or the interests of a related party.
2. A related party includes a spouse, child, parent, sibling, or partner of a council or committee member, or any organization of which the council/committee member is an officer or employee.
3. A council or committee member shall disclose any potential or actual conflict of interest arising in any matter under consideration by the Salute to Excellence Awards Council or its committees and shall either withdraw from consideration of the matter or seek a ruling from the chair. The chair may put the other members of the council/committee to a vote on whether or not there is a conflict of interest sufficient to disqualify the council/committee member from participating in the consideration of that matter.
4. In the event that a council or committee member discloses a conflict of interest which is dealt with by the council/committee in accordance with paragraph 3, a record will be made in the minutes to include the:
 - (a) nature of the disclosed conflict of interest
 - (b) details of the discussion
 - (c) tally of the vote on the conflict of interest
 - (d) form of compliance with that vote, including, if it occurs, the absencing of the council or committee member from the meeting while the conflict of interest is considered.

If in doubt about actions they may be contemplating, appointees are encouraged to seek advice from the Chair of their board or agency or from the Office of the City Clerk or the Law Department.

Members of the **Salute to Excellence Council/Committee** agree to uphold the intent of these guidelines and to govern their actions accordingly.

Adopted by resolution this _____ day of _____ 20_____.

Chair of Council/Committee _____

Member Signature _____

Member Name _____ (please print)

Please sign and return to Salute to Excellence office personnel.

APPENDIX II

Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees*

The proper operation of democratic local government requires that persons appointed by Edmonton City Council to its boards, agencies and committees be independent, impartial and duly responsible through Council to the people of Edmonton.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for persons appointed to boards, agencies and committees so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of board and agency members is, at all times, service to their community and the public. To further these objectives, certain ethical principles should govern the conduct of persons appointed to boards, agencies and committees in order that they shall maintain the highest standards in public office and faithfully discharge their duties.

Persons Appointed to the **Salute to Excellence Committee/Council** shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and the bylaws and policies of the City of Edmonton.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive it.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Disclose the general nature of any pecuniary (financial) interest in any matter coming before the boards or agency or committee, if that interest is not a common interest held by other members of the body, and abstain from any discussion or voting on the issue.
6. Preserve the integrity and impartiality of their board or agency, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Persons appointed to boards, agencies and committees should not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned. If in doubt about actions they may be contemplating, appointees are encouraged to seek advice from the Chair of their board or agency or from the Office of the City Clerk or the Law Department.

Members of the **Salute to Excellence Council/Committee** agree to uphold the intent of these guidelines and to govern their actions accordingly.

Adopted by resolution this _____ day of _____ 20_____.

Chair of Council/Committee _____

Member Signature _____

Member Name _____ (please print)

*Based on the document "Ethical Guidelines of Conduct for Members of Council" from the Alberta Urban Municipalities Association.

Please sign and return to Salute to Excellence office personnel.