

Position Profile

Alberta Sport Connection

Profile Overview

Competition #: 566

Role(s) Required: Chair

Agency Website:

[Alberta Sport Connection](#)

Responsible Ministry: Culture and Tourism

Opening Date: 04/25/2018

Closing Date: 05/24/2018

Role(s) Required

Board Chair

Role Description

The Chair represents the Board and its interests in dealing with the Minister, the department, stakeholders and the community. The Chair is responsible for:

- Providing leadership to the Corporation Board.
- Facilitating the work of the Corporation to achieve its mandate.
- Participating in Board recruitment requirements.
- Acting as the spokesperson for the Board for matters specific to the Corporation.
- Planning and managing Board meetings and ensuring that the Corporation and its committees have opportunities to meet independent of management.
- Meeting with the Minister on a quarterly basis or as required to address emerging issues and priorities.
- Ensuring that the Corporation conducts an annual evaluation of its performance and the work of individual Corporation Directors.
- Ensuring that all Directors have completed appropriate governance training.
- Administering and ensuring that the Corporation activities align with its mandate and bylaws.
- Ensuring the Corporation complies with government financial, human resource, administrative and internal control policies.
- Ensuring that:
 - A Code of Conduct is in place;
 - Board members are aware of their obligations in the Code of Conduct;
 - Appropriate procedures are implemented to foster compliance with the Code of Conduct; and
 - Procedures are in place for the Board to address conflict of interest matters.
- Reflects the culture and values of the Alberta Sport Connection.
- Appointment of each Board Member (including Chair) is for a fixed term of up to three years to a maximum of 10 years of service.

About the Agency

The Alberta Sport Connection's mandate is to develop and maintain sport programs, facilities and services; and to raise funds to be used in assisting the corporation in the carrying out of its objects.

The Alberta Sport Connection is dedicated to promoting athletic excellence and multi-sport events including: Alberta Games, Alberta 55 Plus Games, Western Canada Summer Games, and the Arctic Winter Games. The ASC also co-ordinates Team Alberta's participation in Canada Games and helps organizations to host local, provincial, national and international sport events. Working with Alberta's Provincial Sport Organizations, community groups and regional partners, the ASC encourages active lifestyles and life-long involvement in sport.

The Alberta Sport Connection is a provincial corporation dedicated to the development of sport from the grassroots to high-performance. Its mission is to enhance, advocate and inspire participation and partnership as Albertans strive for excellence in sport. Its vision is for Alberta to be the premier sport delivery system in Canada.

The ASC is accountable and reports to the Minister of Culture and Tourism who is accountable to the Legislature for the Alberta Sport Connection. The Alberta Sport Connection Board typically comprises 10 Board Members, including a Chair and Vice-chair, representing the various geographic regions of the province.

Agency Classification

The Alberta Sport Connection is a public trust subject to the *Alberta Public Agencies Government Act*. (APAGA)

Skills and Experience

Skills and experiences required for the Chair include:

- Senior leadership and Board governance experience with proven success as a leader and in achieving results.
- Strong leadership, consensus building and communications skills to ensure the Alberta Sport Connection board is effective and efficient in achieving their stated goals and mandate.
- Leadership, teamwork, strategic thinking, planning, critical thinking, relationship building, strong communication and problem-solving skills.
- Preferably Board Chair experience that includes one or more boards for community, industry, non-profits and/or corporate boards.
- Understanding Alberta Sport Connection's mandate and can participate in the board's deliberations and decisions in matters of operational policy, finance and programs.

Specialized Knowledge and Expertise

Specialized knowledge and experience for the Chair include:

- Knowledge of provincial, national and international sport systems.
- Strong knowledge of Board governance.
- Knowledge of not-for-profit sector.
- Preferably Board training experience including an Institute of Corporate Directors designation.

Remuneration, Time Commitment and Meeting Location

The Board Chair is remunerated through Schedule 1, Part A of the [Committee Remuneration Order](#) (OC466/2007). Current rates for the Chair are:

- \$219 for up to and including four hours in any day, or
- \$383 for over four hours and up to and including eight hours in any day, or
- \$601 for over eight hours in any day,

Honorarium is subject to review. ASC Board typically meets four times a year, conducts additional conference calls and committee meetings, as required. On average, the yearly time commitment for the Chair is approximately 64 hours per year. Face-to-face meetings take place throughout Alberta and usually in communities hosting the Alberta Games.

Board Members required to travel on Board business are reimbursed their expenses according to the most recent Travel, Meal and Hospitality Expense Directive.

Additional Notes

Only individuals who are permanent Alberta residents may apply for appointment to the Alberta Sport Connection Board. Applicants are expected to provide complete resumes including the names of three references.

The recruitment and appointment process recognizes the importance of diversity. In order to ensure a constant and ongoing pool of qualified candidates, the government will promote the value of board membership, increase public

awareness of opportunities and actively recruit candidates across the province.

If you are appointed, information about you including your name, photograph, term, appointment method and remuneration will be made available to the public on the Public Agency Secretariat website.

If you are appointed to this position: You must comply with the agency code of conduct as referenced in the [Amendments to the Conflicts of Interest Act](#) sections 23.922-23.924 throughout your appointment. You will also be subject to the [Conflicts of Interest Act](#), including restrictions on furthering private interests (s. 23.925). For more information, please visit the [Office of the ethics commissioner website](#) and the [Public-Agencies Secretariat website](#).

Board Members and immediate families are not to make personal gain, directly or indirectly, from membership on the Board. Members are required to be fair and impartial in their decision-making. Applicants are to consider real and/or perceived conflicts of interest prior to applying. Prior to appointment, successful applicants will be screened for potential conflicts of interest.

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies

Contact Information

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