

Position Profile

Energy Efficiency Alberta

Profile Overview

Competition #: 601

Role(s) Required: Board Member

Agency Website:

[Energy Efficiency Alberta](#)

Responsible Ministry: Environment and Parks

Opening Date: 09/24/2018

Closing Date: 11/05/2018

Role(s) Required

- This posting will fill the vacancy of a Director appointed by the Lieutenant Governor in Council.
- This posting will fill one vacancy.

Role Description

The duties and responsibilities of a board member is to:

- Build board effectiveness and performance practices;
- Provide advisory and strategic direction;
- Ensure sound governance processes are in place;
- Identify organizational risk and develop risk mitigation strategies; and
- Measure and report on performance.

In addition board members are required to:

- Select, appoint, support, determine the powers, duties and functions of and review the performance of the chief executive officer;
- Track financial performance of the organization; and
- Participate on committees (e.g. Governance Committee, Financial/Audit Committee), as required.

The standard appointment term for a board member is up to three years. Members can hold office for one or more terms but cannot serve as a board member for more than 10 consecutive years.

About the Agency

The mandate of Energy Efficiency Alberta (EEA) is to:

- Raise awareness among energy consumers of energy use and the associated economic and environmental consequences of energy use;
- Promote, design and deliver programs and carry out activities related to energy efficiency, energy conservation and the development of micro-generation and small scale energy systems in Alberta; and
- Promote the development of an energy efficiency services industry.

The EEA uses a variety of tools to encourage energy efficiency improvements including education, outreach and training programs and financial incentives (including grants or loans).

The EEA currently delivers the following programs:

1. Residential No-Charge Energy Savings Program;
2. Residential Retail Products Program
3. Business, Non-Profit and Institutional Energy Savings Program; and

4. Residential and Commercial Solar Program.

Energy Efficiency Alberta was established October 27, 2016 under section 2 of the [Energy Efficiency Alberta Act](#), E-9.1, Statutes of Alberta, administered by Alberta Environment and Parks. The Board is currently comprised of 9 members including the Chair and Vice Chair. All board members are appointed by the Lieutenant Governor in Council.

Agency Classification

Energy Efficiency Alberta performs a service delivery function and is a public agency as defined in the [Alberta Public Agencies Governance Act](#).

Skills and Experience

The board member will have:

- Experience in roles that require commitment to collaboration and an understanding of the importance of teamwork to board success; and
- The ability to think strategically about the opportunities and challenges facing EEA and engage in short, medium and long-range planning.

The board member will also have demonstrated knowledge of, or experience in:

- Board governance in the not-for-profit or public sector;
- Sound management and operational business practice, including planning and measuring performance and allocating resources to achieve outcomes;
- Financial management, including analyzing and interpreting financial statements, evaluating organizational budgets and financial reporting; and
- Enterprise risk management, including identifying potential risks, recommending and implementing preventative measures, and developing risk mitigation plans.
- Working with Indigenous people and/or Indigenous organizations and demonstrating strong connections to the Indigenous community is considered an asset.

In addition, the board member will have knowledge regarding:

- Energy use across sectors, including residential, commercial and institutional energy, end-use and energy efficiency services sector;
- The regulatory framework (federal, provincial and municipal) and / or regulatory barriers impacting energy efficiency and community energy systems;
- The stakeholder community, including technical stakeholders (e.g. utilities, industry associations, educational institutions), municipal stakeholders and community stakeholders;
- Government strategic energy efficiency and community energy priorities; and
- The applicant understands the diversity of Indigenous peoples and Indigenous ways of being. The applicant also understands the contemporary and historical context of the issues facing Indigenous people, and the strength and resilience of Indigenous people and their communities.

Specialized Knowledge and Expertise

Remuneration, Time Commitment and Meeting Location

Remuneration and expenses will be paid in accordance with [Schedule 1, Part A of the Committee Remuneration Order \(OC 466/2007\)](#).

Schedule 1, Part A provides that Board members will be paid:

- \$164 for up to and including four hours in any day;
- \$290 for over four hours and up to and including eight hours in any day, or;
- \$427 for over eight hours in any day spent on Board business.

Board members will be eligible for reimbursement of expenses in accordance with the [Travel, Meal and Hospitality Expenses Policy](#).

Full-day Board meetings will be held monthly, requiring a half-day of advanced preparation. Half-day Committee meetings will be held approximately every two months.

The majority of board meetings will be held in Calgary.

Additional Notes

Final candidates will be required to undergo a comprehensive background check including security screening and disclosure and conflict of interest screening.

If you are appointed to this position: You must comply with the agency code of conduct as referenced in the [Conflicts of Interest Act](#) sections 23.922-23.924 throughout your appointment.

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

For more information about this opportunity contact Katherine Faryna, Legislation and Governance Analyst, Alberta Climate Change Office, katherine.faryna@gov.ab.ca, 780-427-2899