

Position Profile

Alberta Law Foundation

Profile Overview

Competition #: 777

Role(s) Required: Public Member

Agency Website:

www.albertalawfoundation.org

Responsible Ministry: Justice

Opening Date: 01/06/2023

Closing Date: 01/20/2023

Role(s) Required

The Minister of Justice is seeking applications from individuals who are interested in serving as a Board Director for the Alberta Law Foundation. This position is to be filled by an individual who is not a member of the Law Society of Alberta.

Role Description

The Board of Directors is responsible for:

- Setting the strategic direction of the Foundation;
- Developing and approving policy matters of the Foundation;
- Supervising the management and administration of the general affairs of the Foundation;
- Appointing and determining duties, remuneration and performance evaluation of the Executive Director;
- Overseeing the Finance, Audit and Risk Management functions of the Foundation including the investment and management of Foundation funds; and
- Board succession planning and ensuring the competencies required of directors are represented on the Board.
- Making the ultimate decision about grant applications made to the Foundation.

About the Agency

The Alberta Law Foundation, established under the *Legal Profession Act* in 1973, funds programs that conduct legal research, propose law reforms, improve Albertans' knowledge of their legal rights and responsibilities and help them effectively exercise their rights under the law.

The Foundation receives the interest which financial institutions pay on clients' funds held in lawyers' pooled trust accounts and in turn allocates grants and funding to organizations engaged in activities which are considered to be in keeping with the Foundation's objectives. Twenty-five percent of the Foundation's revenue from interest on trust accounts goes to supporting Legal Aid Alberta.

The objects of the Foundation, as set out in the *Legal Profession Act*, are:

- Conducting research into and recommending reform of law and the administration of justice;
- Establishing, maintaining, and operating law libraries;
- Contributing to the legal education and knowledge of the people of Alberta and providing programs and facilities for those purposes;
- Providing assistance to Indigenous people's legal programs, student legal aid programs, and programs of like nature; and
- Contributing to the costs incurred by the Legal Aid Society of Alberta to administer a plan to provide legal aid.

Board and Committee Structure

The Board of the Foundation is comprised of seven Directors: three appointed by the Minister of Justice, two by the Law Society of Alberta and two by the other Directors.

Agency Classification

The Alberta Law Foundation is independent from the Government of Alberta but is subject to the *Legal Profession Act*.

Skills and Experience

Applicants should demonstrate the following skills and competencies or be able to develop these skills in a short period of time:

- The ability to review and analyze grant applications, budgets, financial statements and annual reports;
- An understanding of non-profit program design, development, delivery and evaluation;
- An understanding of public legal education and various modes of delivering information;
- An awareness of the legal and related needs of vulnerable populations;
- Experience on non-profit boards and/or committees or related volunteer experience in the areas of governance, strategic planning, human resources, or risk management.
- A background in one or more of the following areas: law and the justice system (e.g. as an advocate, administrator, law enforcement, mediator, victims assistance etc.) social work, psychology, sociology, counselling or another area of human services, working with Indigenous communities, human resources management or education.

Specialized Knowledge and Expertise

Currently, the Foundation is looking for a candidate who could bring one or more of the following skills and competencies to the Board:

- Lived experience - as a member of an underrepresented community, or experience working with, and as an ally for persons from an underrepresented community.
- Human resources - experience in the development of human resource policies; executive recruitment and performance review in the non-profit sector; compensation, benefits, and related trends; succession planning and staff development.
- Program delivery - knowledge of, or experience with, the programs or services that the Foundation funds; non-profit program design, delivery and evaluation; adult education, information and training; serving the needs of and managing relationships with communities facing barriers (e.g. Indigenous peoples, new Canadians, persons living with low literacy, low income or persons with disabilities).
- Research and best practices - outcomes and performance evaluation; research protocols and best practices; needs assessment methodologies.

Credential and experience verification may be conducted.

The Government of Alberta is committed to offering qualified Albertans the opportunity to be considered as public members on Alberta's public agencies, boards and commissions. To help ensure that Albertans are well-represented on boards, we invite applicants from all backgrounds who embody a range of knowledge, skills and expertise to apply.

Remuneration, Time Commitment and Meeting Location

The appointment is made by Ministerial Order for a term of two years. Remuneration is paid on a per diem basis and is based on the Order in Council 466/2007:

A member of a committee, other than the chairman, shall be paid: a) \$164 for up to and including four hours in any day, or b) \$290 for over four hours and up to and including eight hours in any day, or c) \$427 for over eight hours in any day, spent on the business of the committee.

The chairman or person acting as the chairman of a committee shall be paid: a) \$219 for up to and including four hours in any day, or b) \$383 for over four hours and up to and including eight hours in any day, or c) \$601 for over eight hours in any day, spent on the business of the committee.

Travel to communities across Alberta may be required and travel expenses are reimbursed by the Foundation.

Full attendance and participation are required for the five regular Board meetings each year, including the annual planning meeting. Board meetings may be held in Edmonton, Calgary and other locations in Alberta. There is substantial material to review prior to meetings. Meetings are usually held over 2 days.

The director will also be required to sit on one or two committees of the board (Governance; Finance, Audit & Risk Management; or Human Resources). Committees meet in between board meetings 2 to 5 times a year, depending on the committee.

Additional Notes

The Foundation Board recognizes the importance of reflecting the diversity of Alberta in its composition and welcomes candidates presenting varied backgrounds, careers, community roles and geographical representation.

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. It is important that diversity is recognized in the board members of Alberta's public agencies.

Final candidates will be asked to undergo a comprehensive background check, disclosure and conflict of interest screening.

Applications received thru the e-PAAS online system will be forwarded to Executive Search.

The posting may be used to fill current and future public agency vacancies.

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

Executive Search, Public Service Commission

Phone: 780-408-8460

Email: psc.executivesearchservices@gov.ab.ca