

VOLUNTEER BOARD MEMBER

We are seeking expressions of interest from qualified candidates who live in Alberta and who would like to serve on our **volunteer Board of Directors**. This will be a **2 year term**, renewable upon mutual agreement with a minimum commitment of **18 hours per year**.

CPLEA is Alberta's longest running, sole purpose, public legal education organization. We are a charitable organization, founded in 1975. Our mission is to create free resources that help people understand their rights and obligations under the law. We strive to improve both access to justice and the quality of justice available to Albertans. You can learn more about the work we do at www.cplea.ca.

The CPLEA Board of Directors is a governance body with responsibility for supervising the Executive Director and for providing high level strategic oversight. The Board meets every second month, sometimes face-to-face but often over Zoom.

Board members do not have to be lawyers but high-level experience in the justice system, with adult education or a complementary field would be an asset.

General responsibilities of a CPLEA board member:

- Attend and participate in meetings on the **3rd Wednesday of every other month**, approximately **2-3 hours in length**, either in person or by zoom/teleconference
- Prepare for and participate in board meetings, including reading minutes, agenda, and ED and committee reports, in order to discuss issues and vote on motions
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Ensure the financial health, effective leadership, and health and safety compliance of the organization
- Help monitor the performance of the organization in relation to its mission, objectives, core values, strategic plan, transparency and reputation
- Identify and disclose real or perceived conflicts of interest both within the board and the organization
- Participate in the review and approval of the annual budget and monitor the financial performance of the organization in relation to the approved budget
- Abide by the by-laws, and participate in reviewing, modernizing and crafting code of conduct, conflict of interest and other policies that apply to the board and/or the organization

- Support governance decisions
 - Attend and participate in the Annual General Meeting (AGM)
 - Participate in the management of and the annual evaluation of the Executive Director
 - Assist the Executive Director
 - Participate in the review of the organization's mission and objectives and in the development of strategic plans when needed
 - Identify prospective board members and participate in their recruitment
 - Participate in the evaluation of the board itself (annual board self-evaluation)
 - Be an ambassador for the organization, build relationships and networks with stakeholders
 - Keep informed about community issues relevant to the mission and objectives of the organization
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To Apply:

If you would like to apply in confidence, please send a **cover letter** describing your related experience, why you are interested and what you could contribute to the board, along with your **resume** by **5:00 p.m.** on **October 31st, 2023** to:

jeffsurtees@cplea.ca and erikahagen@cplea.ca

We thank all applicants for their interest. Only individuals selected for interviews will be contacted.

Telephone: 780.451.8764

Web address: www.cplea.ca