

4-H Council of Alberta – Director at Large Application

Advocating for 4-H Alberta members, leaders and volunteers

4-H Council of Alberta is seeking a Director at Large to serve a minimum of a three year term, representing 4-H Alberta's members and leaders. A director job description is located at the beginning of this application.

Successful applicants will be contacted to arrange for an interview by the nomination committee who then will recommend the most qualified candidate to the current board of directors for election. The elected director's term will begin May 2017 at the 4-H Council of Alberta's annual general meeting.

Submit completed application by April 30, 2017 to:

4-H Council of Alberta

RR1 Site 7 Box 1

Westerose AB T0C 2V0

Email: susann.stone@4hab.com



For questions and inquiries contact: 1.877.682.2244, 780.898.4223, susann.stone@4hab.com

Additional space may be added if required.

Job title	<i>4-H Council of Alberta Director at Large</i>
Reports to	<i>4-H Council of Alberta</i>

Job purpose

4-H Council of Alberta advocates for the 4-H Alberta Program by promotion, leadership, policy development, and risk management.

4-H Council of Alberta Director represents 4-H Alberta and acts in the best interest in the program representing the grass roots.

Directors will be making decisions that impact 4-H Alberta. Directors will view all matters from a provincial perspective.

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Director Duties

- Follow strategic plan, goals, and fulfill roles and responsibilities - reference frequently to ensure decisions reflect the goals of the 4-H Council of Alberta
- Communicate with 4-H Alberta Partners frequently and freely
- Communicate with regional presidents frequently
- Act in a professional and friendly manner at meetings and 4-H functions that are attended
- Attend council meetings at the Alberta 4-H Centre
- Establish policies, develop strategies and effectively implement plans
- Provide leadership on all matters relating to the 4-H Alberta mission and overall activities
- Make a serious commitment to participate actively in committee work
- Stay informed about committee matters and building a strong and respectful working relationship with other committee members
- A solid understanding of business, governance and the ability to evaluate complex information and make difficult decisions is expected
- This experience is supplemented with a proven ability to work efficiently with other Directors and diverse stakeholders

Qualifications

The following are the minimum standards to be considered for this position.

- **Specialized knowledge**
 - 4-H Alberta opportunities for members and leaders,
 - 4-H Alberta Policies and Procedures
 - 4-H Membership
 - Youth
- **Skills**
 - Ability to respect tradition and 4-H history
 - Open to new ideas and willingness to change
 - Understanding of board governance
- **Abilities**
 - Open communication
 - Time to dedicate to duties and responsibilities
- **Other characteristics such as personal characteristics**
 - Must be 18 years of age or older
 - Outgoing
 - Professional presence
 - Willing to learn
 - Open minded
- **Experience**
 - Experience as a member, leader or parent in Alberta
 - Working with volunteers

Meeting Attendance

- Attend 4 meetings – 3 in person, 1 teleconference
- In person meetings will be held in March, July, November
 - Meetings will be held at the Alberta 4-H Centre
 - 1 teleconference meeting to be determined
 - Additional teleconferencing, Skype type meetings may be necessary for committee work or resolutions

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Applicant Contact Info			
First Name		Last Name	
Address		Phone	
Town		Alternate Phone	
Postal Code		Email	

Occupational/Professional Experience		
Company		
Position	Years of Service	Skills
Company		
Position	Years of Service	Skills
Company		
Position	Years of Service	Skills
Company		
Position	Years of Service	Skills

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**How do you feel your occupational/professional experiences relate to the 4-H Council of Alberta?
What skills can you provide to the 4-H Council?**

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4-H Experience

4-H Club, District or Region	Years of Service	Responsibility

Board Experience

Name of Organization	Years of Service	Position	Responsibilities

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Community Service		
Community Organization	Years of Service	Responsibility

What skills/experiences from working with various boards and community organizations would be beneficial to the 4-H Council of Alberta?

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Reference Information – Note: references may be contacted via phone or email. References must not be a family member.

<u>Reference One Contact Information</u>			
First Name		Last Name	
Address		Phone	
Town		Alternate Phone	
Postal Code		Email	
Relationship			

<u>Reference Two Contact Information</u>			
First Name		Last Name	
Address		Phone	
Town		Alternate Phone	
Postal Code		Email	
Relationship			

<u>Reference Three Contact Information</u>			
First Name		Last Name	
Address		Phone	
Town		Alternate Phone	
Postal Code		Email	
Relationship			

Signature: _____ **Date:** _____