

## Board of Directors Expressions of Interest

### VISION

We envision a province where individuals who use alcohol and/or drugs are supported in their communities to have healthy pregnancies and healthy families.

### MISSION

The Alberta PCAP Council will support programs to operate throughout the province in an educated, culturally responsive and trauma informed manner that is consistent with the Alberta PCAP model.

### PCAP Council Goals

#### 1. Training

PCAP programs have a comprehensive understanding of the PCAP model and related tools so they may meet the unique needs of their women and their community.

#### 2. Data and stories

PCAP data and stories are shared with stakeholders to make a valuable contribution to the FASD conversation and to improve access and delivery of PCAP services.

#### 3. Governance and sustainability

PCAP programs receive perceptive and representative governance in order to deliver the PCAP model in a safe, and culturally appropriate manner.

### Details of a PCAP Council Director

In addition to supporting the vision, mission, and goals of the PCAP Council, a PCAP Council Director has the following roles and responsibilities:

#### Commitment

- Directors will commit to a two-year term with an option of renewal for up to three additional terms. No Director may serve for more than eight consecutive years.
- The Alberta PCAP Council typically meets in-person in Edmonton on the second Monday of every other month excluding the month of July. Meetings dates may change with Council decision to accommodate holidays or events. Teleconference and videoconference options are available though face-to-face attendance is strongly preferred.

#### Expectations

- Directors will review distributed PCAP Council meeting documents prior to meetings and be prepared to contribute at all scheduled meetings

- Directors are strongly encouraged to attend the face to face meetings scheduled in Edmonton and to participate in the Strategic Planning Day, the Annual General Meeting, Mentor Days, and Supervisor Gathering.
- Every Director will be asked to serve on at least one standing committee
- Directors will not have more than three unexcused absences from PCAP Council meetings.
- Directors are asked to submit a criminal record check within six months of their initial date of board appointment and subsequently every three years. Original documents of the check must be presented to the HR and Personnel Committee following the Director's appointment
- For more details, refer to the Alberta PCAP Council Society Bylaws and Alberta PCAP Council Policies and Procedures Manual

#### Budget

- PCAP Council Directors are volunteers and will not receive payment for their services as Director or Officer (holding an executive position).
- Directors will be reimbursed for travel, accommodations, and meals for face-to-face meetings.

#### Board Composition

- The PCAP Council Board of Directors strives for representation from different community types in Alberta (urban, rural, remote, on reserve; and small, medium, large population centres).
- The PCAP Council strives for representation from a variety of program roles. (ex. frontline staff, program supervisors, program mentors, FASD Service Network Leadership)
- The PCAP Council has a unique board make-up. Many of the Directors are also active staff in the PCAP programs that the PCAP Council supports. This active participation allows PCAP Council to stay in touch with their geographically diverse stakeholders. Directors who are actively working in a PCAP program are responsible for separating program interests with their duties to provide governance and guidance as a PCAP Council Director. Directors are responsible from excusing themselves from votes and decisions that may be a conflict of interest, especially when there are financial implications. Directors and PCAP Council staff must also communicate clearly to determine when services are being rendered on behalf of the board or the program.

## Submitting Expressions of Interest

If you have a passion for PCAP work, and would like to contribute to the success of PCAP Programs in Alberta, we would like to hear from you. Becoming an Alberta PCAP Council Director is a great way to share your knowledge and experience, and to participate in this exciting work on a new and challenging level.

*Please provide 1) a letter outlining your interest in participating in PCAP Council, including a brief description of your experience with PCAP work and 2) a letter of support from your employer.*

Letters can be sent to the Alberta PCAP Council Chair:

**Ashley Baxter**

[abaxter@bissellcentre.org](mailto:abaxter@bissellcentre.org)