

Job Opening - Board of Directors

Job Title: Board Director

Job Type: Volunteer Position

Application Deadline: June 13, 2025

The Board Director's role involves providing leadership and governance to support the Alberta PCAP Council's strategic plan, mission, and vision. The organization seeks dedicated individuals with governance experience and expertise in one or more of the following: non-profit leadership, Indigenous relations, finance, communications, legal matters, and professional fundraising. We value diverse perspectives and encourage candidates from all backgrounds to apply.

For the upcoming year, we are looking to fill two Director positions. While we are open to all applications, we are particularly interested in candidates with experience in Indigenous relations, public relations/media, or non-profit law.

VISION	MISSION
Empowered PCAP programs. Resilient Individuals and Families. Thriving Communities.	We build capacity, integrate data, and amplify PCAPs' impact so programs can continue as resourceful and relevant supports for individuals, families, and communities.

PCAP Council Strategic Goals

1. Guide Alberta PCAP programs

PCAP programs have a thorough understanding of the PCAP model and its implementation

2. Champion Alberta PCAP programs

The impact and value of the PCAP program is understood in Alberta and nationally

3. Strengthen Alberta PCAP Council

Alberta PCAP Council has appropriate human resources and structure to lead and support the PCAP program

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 at the end of each term.
- The Alberta PCAP Council typically meets for the morning of the final Friday of the following months: February, April, June, August, October, and December. The board strives to meet at least once per year in-person, with all other meetings being held virtually.

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, and the Annual General Meeting.
- 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 Board strives for diversity in experiences in skills in their Directors, which may include but is not limited to: PCAP role, geographical location, ethnic or cultural background, age, skills/areas of expertise.
- The PCAP Council has a unique board make-up. Many 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. Directors are expected to make their own arrangements with their place of employment in order to allow them to attend board and committee meetings. Alberta PCAP Council can provide a letter to agencies outlining the benefits of participating as a director if requested by a prospective applicant.

To apply for a position as a Director on the Alberta PCAP Council board, please provide a letter outlining your interest in participating in PCAP Council, including a brief description of your experience with PCAP or related work.

Letters can be sent to:

Kristin Bonot,
Alberta PCAP Council Executive Director
coordinator@alberta-pcap.ca

Board of Directors

Job Description: Director

Authority and Responsibility

The Board of Directors is the legal authority for the Alberta Parent-Child Assistance Program (PCAP) Council. The Board will be responsible for conducting the affairs of the Alberta PCAP Council in accordance with the objectives set out in the mission statement and in accordance with the Bylaws governing the Alberta PCAP Council.

The Board will be guided in its governance of the Alberta PCAP Council by the following principles:

- We will develop clear policies and procedures for board and staff roles and responsibilities, conducting business meetings and financial accountability so as to promote trust and respect.
- We will make decisions after requesting discussion and input by each Director. We will strive for consensus and will vote on all decisions. All Directors will honor and support decisions made.
- We will act in ways that show respect, equality and appreciation for all board and staff members, recognizing the input and unique contribution of each person.
- We will model desirable behavior for the whole Council by recognizing and building on the unique strengths, skills and opinions of each person. Each of us is here to teach and learn.

General Duties

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Director must:

1. Participate in the development of the Alberta PCAP Council strategic and operational plan
2. Set the budget, and make sure that there are sufficient funds to meet it;
3. Serve as a review panel, providing expertise, wisdom, and an objective viewpoint on matters brought to the board
4. Monitor and evaluate the organization's operation
5. Review the bylaws and policy manual, and recommend bylaw changes to membership.
6. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
7. Hire, counsel, and evaluate the Executive Director
8. Maintain and monitor the performance of the management
9. Monitor all Board policies.
10. Interpret the community needs and/or problems of Alberta PCAP Programs;
11. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Alberta PCAP Council's mission.

Requirements and expectations

1. Directors will purchase annual membership for the Alberta PCAP Council and be a member in good standing
2. Directors will have knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.
3. 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, and Alberta PCAP Council events.
4. Directors will not have more than three unexcused absences from Board of Directors meetings.
5. Every Director will be asked to serve on at least one standing committee and report to the Board on behalf of the committee.
 - a. Standing committees include: Data Oversight, Finance, HR & Personnel, Policies and Procedures
6. If Directors are not part of an agency providing PCAP, they will be 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 & Personnel Committee following the Director's appointment
7. Directors will have the support of their program/agency to participate as a Board Director

Meetings

The Alberta PCAP Council typically meets virtually on the last Friday morning of every other month. Meetings dates may change with Council decision to accommodate holidays or events. The board also meets 1-2 times in person, typically in Edmonton. All members of The Alberta PCAP Council Board will, prior to all scheduled meetings, review all materials received and be prepared to contribute at all scheduled meetings.

Budget

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. Directors should try to operate on Alberta PCAP Council business in a reasonably economical manner.

Term

Directors are elected by the membership at the Annual General Meeting. The term of service on the Council of Directors is two years with the option to renew for three additional terms. No member of the Council may serve for more than eight consecutive years. Directors may be released at the end of the elected term, by resigning, or according to the Alberta PCAP Council's bylaws.

Election of Board Directors

If there is a vacancy on the Council, the remaining Directors may appoint a member to fill that vacancy until the next Annual General Meeting. Prior to the Annual General Meeting, the HR & Personnel Committee will review the nominations for the board. At the Annual General Meeting of the Alberta PCAP Council, the voting members elect the Directors. The Directors will elect the Officers of the Board at the first regular board meeting following the Annual General Meeting.

Board Composition

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- 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.