



***Thank you for your interest in a position with the ASCA Board of Directors.***

This package contains information about the expectations and responsibilities of serving on the Board, and items for consideration to assist with a decision to take on this important role, *including:*

[Association Profile](#) (*Mission, Vision, Mandate*)

[Boards of Directors](#) - *Overview*

[Composition of the ASCA Board](#) (*positions, eligibility, terms of office*)

[Position\(s\) Information](#) (*requirements, expectations, responsibilities*)

[Meetings of the Board, Committees and Preparation](#) (*time commitments, efforts, annual schedule*)

[Nominations Process and Procedures](#)

[Campaign Guidelines](#)

[Election Process](#)

[Candidates Questionnaire](#) Sample Form (*fillable PDF form for digital submission only*)

[Nomination Form](#) Sample Form (*fillable PDF form for digital submission only*)

(Please contact ASCA [parents@albertaschoolcouncils.ca](mailto:parents@albertaschoolcouncils.ca) if you have questions or require additional information.)

## **Association Profile**

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The Alberta School Councils' Association, (ASCA), is a provincial organization that presents the parent on school council perspective to government and others on ECS-12 education matters.

Working with education organizations in Alberta, the ASCA advocates on behalf of parents on school council to effect positive change in public education policy, programs, and practice.

ASCA members establish the direction and advocacy efforts of the association annually through a democratic Advocacy Resolution process.

In addition to advocacy efforts, the ASCA provides resources, training and supports to develop and promote effective school councils across the province.

ASCA is a not-for-profit, registered society and charity. The Board of Directors is comprised of elected parent volunteers from across Alberta, who meet throughout the year to govern the association. Association membership largely includes school councils, and supportive members of the education community.

ASCA's operating revenue comes from membership fees, fundraising efforts, grants, donations, and fees for services. The association staffs a provincial office, providing consistent support to parents and school council members.

### **Mission**

ASCA will engage and empower Alberta school councils while advocating for the parent voice in the education system.

### **Vision**

A respected and empowered school council in every Alberta school.

### **Belief**

Parents are recognized and respected as knowledgeable, supportive contributors to their children's education, and are provided a variety of opportunities to be authentically engaged in all levels of the education system.

### **Values**

*Respect:* For all individuals within the Association, for diverse views and beliefs, for education partnerships.

*Honesty and Truthfulness:* In dealings with members and one another, in open, clear communication, in dealings with partners.

*Integrity:* In all endeavours, to operate above reproach in actions and in words, in building trust and trustworthiness.

*Teamwork:* In working together for common good, within and between ASCA Board of Directors and staff, with the membership, with education partners.

### **Principles**

The ASCA will adhere to and support its values by being adaptable, responsive, responsible, and collaborative in all its dealings.

### **Mandate**

As a province-wide organization of school councils, ASCA:

- Brings the parental perspective on education issues to government and others;
- Provides resources and support to enhance school council effectiveness;
- Promotes the involvement and engagement of parents in education, primarily through school councils;
- Works with other education organizations and government to promote excellence in public education;
- Provides well-researched and timely information on education to school councils.

## Boards of Directors - Overview

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A board of directors is a recognized group of people who jointly oversee the activities of an organization.

A board's powers, duties, and responsibilities are determined by government regulations and the organization's own constitution and bylaws. These authorities specify the number of members of the board, how they are to be chosen, and how often they are to meet.

A board of directors conducts its meetings according to the rules and procedures contained in its governing documents.

In an organization with voting members, the board is accountable to the organization's full membership, which vote for the members of the board.

In membership organizations, such as a society made up of members advocating a certain cause, the board of directors has the responsibility of directing the organization in between meetings of the membership, such as the annual general meeting.

The board of directors appoints an executive director (to manage the daily affairs) and sets out the overall strategic direction of the organization.

Typical duties of boards of directors include:

- governing the organization by establishing broad policies and setting out objectives
- selecting, appointing, supporting, and reviewing the performance of the executive director
- ensuring the availability of adequate financial resources
- approving annual budgets
- accounting to the stakeholders for the organization's performance

A **Director** is a person elected or appointed to serve on the board of an organization.

A **fiduciary** is an individual or organization who has a legal duty to act in the best interest of someone else.

Directors are fiduciaries and are legally obligated to represent the interest of the members in directing the affairs of the organization.

As fiduciaries, directors must not allow their personal, volunteer, or professional interests and duties to conflict with the legal (fiduciary) duties and responsibilities that they owe to the organization.

Directors' fiduciary duties are to the organization, and not to individual members, employees, or investors:

- Directors must remain loyal to the organization and avoid conflicts of interest.
- Directors must display a high standard of care, skill, and diligence.
- Directors must act in good faith to promote the success of the organization.

Directors' responsibilities are a series of common and equitable obligations owed primarily to the organization that appoints them and are a central part of organizational governance and sustainability (responsible planning and management of resources).

ASCA's expectations for directors' responsibilities include:

- bringing a degree of knowledge and experience that will be of value to the board
- being team-oriented and prepared to pursue decisions in a collegial and professional manner
- being known within their own community as committed, principled, and dedicated individuals
- actively participate in the identification and pursuit of funding sources for the organization

### **Composition of the ASCA Board** (*positions, eligibility, terms of office*)

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#### **President (1)**

- Two (2) year term, maximum of two consecutive terms, position election is every second year in even-numbered years
- To run for President, a candidate must have served a minimum of one (1) two (2) year term on the current Board in an elected position
- Duties include:
  - Supervises the affairs of the Board;
  - When present, chairs all meetings of the Association, and the Board;
  - Mentors the Vice President;
  - Acts as the spokesperson for the Association; and
  - Carries out other duties assigned by the Board.

#### **Vice President (1)**

- Two (2) year term, maximum of two consecutive terms, position election is every second year in even-numbered years
- To run for Vice President, a candidate must have served a minimum of one (1) year of a two (2) year term on the current Board in an elected position
- Duties include:
  - Will preside at meetings in the President's absence;
  - Replaces the President at various functions when asked to do so by the President or Board;
  - Aids the President and undertakes other duties assigned by the President or Board.

#### **Director (up to 8)**

- Two (2) year term, maximum of three (3) consecutive terms, up to five (5) positions available elected depending on the year
- Duties include:
  - Aid the President and undertake tasks assigned by the President or Board;
  - Fulfil other duties designated by the Board.

A President and Vice President are elected at every second AGM (*even numbered years*). Up to eight Directors are elected at the AGM to the Board for two-year terms, with three (3) normally elected in even numbered years, and 5 (five) in odd numbered years.

To run for a position as President, Vice President, or Director, a candidate must be from an ASCA Member School Council in good standing and the candidate cannot be in a conflict of interest position.

To run for a position as President, Vice President or Director, a candidate must disclose to the membership his/her affiliation and/or employment with or in another education organization.

Individual Parent, Honourary Life and Associate Members are not eligible to run for President, Vice President, or Director.

### **Position Information** (*requirements, expectations, commitment*)

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- Volunteer, unpaid position (no remuneration or honorarium for time)
- Travel expenses are reimbursed, meals and accommodations are provided
- Minimum two-year time commitment
- Travel may be required, weekend and evening work, year round
- Use of digital technology is required - office software, internet use, email, etc.
- A personal computer, or similar device, is required (a laptop may be supplied by ASCA)
- Knowledge of financial basics, meeting etiquette, business concepts
- Ability to work well with others, respect/consider alternate points of view, consensus building
- Work in a political environment, setting aside personal or partisan views, for the good of the whole
- Committed to learning, development, transparency, and integrity
- Believe in the mission, share the values, protect the reputation of ASCA
- Prepare and participate actively in meetings, events representing ASCA
- Agree to and abide by the Oath of Office, the Confidentiality Agreement, the ASCA Director Code of Conduct, and the Social Media Conduct guidelines

### **Meetings of the Board, Committees and Preparation** (*time commitment, efforts, annual schedule*) **Approximate time commitment = 10 – 20 hours per month on average.**

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Board Meetings are held exclusively using a virtual meeting platform. An exception may be made for the Board Meeting immediately preceding the Annual Conference, and immediately following the AGM, if those events have permitted in-person attendance. Business items to be covered at each Board Meeting are specified in the [Board of Directors Work Plan](#), which is reviewed and approved each March, and affirmed after the installation of the new Board in May or June.

Six (6) times per year (typically the May Orientation, June, September, November, January, and March), the Board meets over a weekend: Saturday from 8:00 a.m. – 5:00 p.m. and Sunday from 8:00 a.m. – 1:00 p.m. Those meetings may include the preceding Friday evening if required.

Shorter meetings may be held every month in which a weekend Board Meeting is not scheduled (4 - 6), generally mid-week, in the evening, for two or three hours each. The Board does not meet during July or August unless necessary.

The Annual Conference and Annual General Meeting of the ASCA is once per year held on the third or fourth weekend of April, for three (3) full days and evenings, encompassing the conference event (Fri, Sat, Sun). Brief Board meetings are held pre-conference and post-AGM.

Committee meetings. It is an expectation to participate on 1- 2 committees of the Board, involving approximately 2 – 4 hours per month working with a smaller group on a specific topic.

**Additional** hours of effort include preparation and reading of Board Meeting materials, newsletters, email correspondence, bulletins, media clips, local news, and current events.

Representing the ASCA on government/education committees, at presentations/meetings, as well as attending local, school, community or political events is also a potential time consideration.

### **ASCA Nominations Process and Procedures**

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1. Nomination papers\* may be submitted at any time, up to and including, 15 (calendar) days prior to the AGM.
2. There is no maximum number of nominations accepted.
3. Candidate information will be posted on the ASCA website at **three** intervals; March 15, April 1, and April 13 (10 days prior to the AGM).
4. Nomination package includes a Candidates questionnaire, not a bio (all answering the same questions), to be submitted.
5. Candidates currently, or previously on the Board, answer the questionnaire with additional questions regarding their work, accomplishments/contributions to the ASCA in their position.
6. Candidates planning to run for more than one position, if unsuccessful in an initial position bid, must declare this intent 15 days prior to the AGM (eg. if seeking President position without success, will run for Vice President position, etc.), including Directors in their current term – who must declare if they will continue their term if not elected to another position they run for.
7. If there are five (5) or more candidates declared for the position of Director(s) 15 days prior to the AGM, no additional nominations after this date, will be accepted for the Director position(s) election at the AGM.
8. If there are not enough candidates declared to fill the vacant positions at 15 days prior to the AGM:
  - a. These positions may only be filled at the AGM by potential “additional” candidates from the ASCA Conference, declaring on Friday or Saturday by 1pm (submitting a full nominations package, including the questionnaire) prior to the Sunday AGM.
  - b. These “additional” candidate’s questionnaire(s) will be posted on the ASCA website by 6 pm Saturday and available to delegates at the start of the Sunday AGM.

- c. If there are no additional candidates declared at the ASCA Conference to fill positions vacant, these positions will remain vacant on the day of the AGM, the ASCA Board may appoint for positions at a later time.

*\* Candidates, are required to verbally accept their nomination at the AGM, and expected to prepare a (brief) speech to address the assembly at the AGM on Election Day.*

***\* A candidate must disclose to the membership their affiliation with and/or employment in an organization that may be perceived as a conflict of interest (political, educational, etc.).***

*\* Current ASCA board members are not eligible to nominate a candidate.*

**NOTE \* Nomination papers include the *Candidates Questionnaire* and the *Nomination Form*, to be submitted electronically ONLY - by email, using the fillable forms provided.**

## **Campaign Guidelines**

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Campaigning is an important element of the election process. These guidelines outline available campaign opportunities as well as limitations.

- It is prohibited to use the ASCA logo on any campaign materials.
- Candidates are responsible for financial cost of making and distributing campaign materials prior to, or at the Conference and AGM.
- Staff can answer questions about the election and campaign process but cannot assist with the writing of or distribution of campaign materials.
- ASCA board members cannot endorse any candidate.
- At a specified time before the AGM, candidates will have a designated opportunity, to meet and mingle with delegates.

## **Election Process *(held at the Annual General Meeting)***

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The following election procedures determine how nominees are elected to the ASCA Board of Directors at the Annual General Meeting:

- An election for President will be followed by an election for Vice President, which will be followed by an election for Directors.
- Candidates (including acclaimed candidates) will prepare speeches to speak to the assembly - *in the following order:*
  - Candidates for President have five (5) minutes each
  - Candidates for Vice President have four (4) minutes each
  - Candidates for Director have three (3) minutes each
  - Candidates within each position election will speak based on alphabetical order of surname
- Questions from the assembly for the President and Vice President candidates will be accepted from the floor following the speeches from the candidates.

- Candidates who are unsuccessful in the election for President may choose (if previously declared) to let their name stand in the election of Vice President or Director (pending eligibility).
- Candidates who are unsuccessful in the election for Vice President may choose (if previously declared) to let their name stand in the election of Director (pending eligibility).
- Candidates must declare in advance, on the Nomination Form, of their intention to run for an alternate position, if unsuccessful with their initial bid.
- Candidates currently on the Board (in the middle of a term) must declare in advance, on the Nomination Form, of their intention to complete (return to) their current term/position, if unsuccessful with their initial bid.
- Ballots cast for all positions will be collected and counted, and announced prior to the next election, if applicable. Only the name(s) of the successful candidate(s) will be announced, in alphabetical order by surname.

### **ASCA Board Members' Oath**

*Taking the oath acknowledges commitment to the role on the Board, and dedication to represent the vision and mission of ASCA.*

Do you believe in, and promise to:

- Work diligently to promote the essential role parents play in public education.
- Work to ensure education decision-making is made in the best interests of Alberta's students.
- Remember that Alberta School Councils' Association is more important than any one individual in it.
- Understand and act according to the constitution, values, mission, vision, bylaws, and governance policies of the Association.
- Promote the advocacy policies and objectives of the Alberta School Councils' Association.



## CANDIDATES QUESTIONNAIRE for Prospective Board Members 2023

Please note – there is a 100-word limit on all answers.

Name: \_\_\_\_\_

1. Why do you wish to serve on the ASCA Board of Directors?
2. What is your school council experience?
3. How will your greatest strength help you perform as a board member?
4. What do you see as the top priority or challenge for K-12 parents in the province?
5. Give an example of how you have dealt with differing perspectives:
6. Have you reviewed the time commitment required to be a Director? How do you see yourself balancing your professional and personal life to manage the duties of a board member?
7. Do you have affiliations/involvement that may affect/influence your performance as a board member or be perceived as a conflict of interest? (eg. political, employment, etc.)
8. Which social media platforms do you use? (LinkedIn, Facebook, Twitter, Instagram, etc.)
9. Please indicate your social media accounts (with username/addresses/links):
10. What do you view as the purpose for social media?
11. What makes you an ideal candidate for the position?

### Additional CANDIDATES QUESTIONS for Previous or Current Board Members

How has the ASCA Board been successful because of your work on the Board?

How did your preparation and attendance impact your contribution to the Board?

What have you learned during your time with the Board, and what will you do with that experience moving forward?

Please include a (jpeg) photo submitted with the questionnaire and nomination form.

Candidate information is posted on the ASCA website at **three** intervals; March 15, April 1, and April 13 (10 days prior to the election at the AGM).

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This [FORM](#) must be completed and submitted electronically **ONLY** by email to [parents@albertaschoolcouncils.ca](mailto:parents@albertaschoolcouncils.ca)

# NOMINATION FORM for ASCA Board of Directors Position 2023 Election

An ASCA Member in good standing may nominate a parent from an ASCA Member School Council to run for an elected position on the Board of Directors. Elections take place at the ASCA Annual General Meeting (AGM) on April 23, 2023. Nominees must be present at the AGM to be elected to the Board of Directors.

## Board positions available for the 2023 election:

Indicate desired position ✓ and alternate(s)  
(declare intention to run for an alternate position, if unsuccessful with initial bid)

**Director** (5 positions)

Two (2) year term position.

**Director** (1 position)

One (1) year term position.

Candidate Name: \_\_\_\_\_

Candidate Address: \_\_\_\_\_

Candidate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Candidate Member

Town/City: \_\_\_\_\_

School Council Name: \_\_\_\_\_

### **Candidate Declaration:**

*I have read and understand the eligibility and requirements to run for a position on the ASCA Board of Directors. If I am elected to a position on the ASCA Board of Directors, there are no circumstances at this time that will prevent me from fully assuming my position on the Board and supporting the mandate of the organization.*

Do you have affiliations/involvement that may affect/influence your performance as a board member or be perceived as a conflict of interest? (eg. political, employment, etc.) (details) \_\_\_\_\_

Candidate Signature: \_\_\_\_\_

*Equivalent as printed*

Nominator Name: \_\_\_\_\_

*(1 required)*

Nominator Member

Town/City: \_\_\_\_\_

School Council Name: \_\_\_\_\_

Nominator Signature: \_\_\_\_\_

*Equivalent as printed*

Submit completed Nomination Form and Candidates Questionnaire to ASCA Board Nominations at [parents@albertaschoolcouncils.ca](mailto:parents@albertaschoolcouncils.ca) by 5:00 pm on April 7, 2023.

Candidate information will be posted on the ASCA website at **three** intervals; March 15, April 1, and April 13 (10 days prior to the election at the AGM).

**Nominees may be contacted at any time prior to the AGM by ASCA or Member School Council representatives regarding their decision to run for a position on the Board of Directors.** Successful candidates will be expected to attend an orientation meeting, virtually unless held in person in Edmonton - potentially scheduled for the first weekend in May.

This [FORM](#) must be completed and submitted electronically **ONLY** by email to [parents@albertaschoolcouncils.ca](mailto:parents@albertaschoolcouncils.ca)