



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 (*use [fillable PDF form](#) for digital submission only*)

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

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

Association Profile

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 has traditionally provided resources, training, and support to develop and promote effective school councils across the province when financial resources permit.

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. When financial resources permit, the association staffs a provincial office, providing consistent support to school councils and school divisions/authorities.

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

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 ASCA 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*)

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:
 - Supervise the affairs of the Board;
 - When present, chair all meetings of the Association, and the Board;
 - Mentor the Vice President;
 - Act as the spokesperson for the Association; and
 - Carry 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;
 - Replace the President at various functions when asked to do so by the President or Board;
 - Aid 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:
 - Attend and meaningfully participate in all Board and Committee meetings;
 - 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)*

- Volunteer, unpaid position (no remuneration or honorarium for time)
- Travel expenses are reimbursed, meals and accommodations are provided
- Minimum one or two-year-time commitment, depending on position filled
- 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, more in the 4 months preceding the conference and AGM .**

Board Meetings are held exclusively using a virtual meeting platform. An exception may be made for the Board Meetings immediately preceding the Annual Conference, and immediately following the AGM, if those events permit 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 unless necessary and may meet one evening in late August.

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 Directors will 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, current events, and Conference/AGM preparation in the months of January - April.

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

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. All candidates, including those currently serving on the Board, will be invited to, and expected to attend, a virtual Candidate's Information session, hosted by the current ASCA Board of Directors, prior to the AGM. Attendance will be publicly disclosed alongside candidates' profiles on the ASCA website.
4. Candidate information will be posted on the ASCA website at **three** intervals; March 15, April 1, and 10 days prior to the AGM.
5. The Nomination package includes a Candidates questionnaire, not a bio (all answering the same questions), to be submitted and which will be posted publicly.
6. Candidates currently, or previously on the Board, answer the questionnaire with additional questions regarding their work, accomplishments/contributions to the ASCA in their position.
7. 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 (e.g. 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.
8. If there are an equal number of, or more, candidates declared for any available position on the Board 15 days prior to the AGM, no additional nominations after this date will be accepted for the available position(s). If there is only one candidate for any available position, the candidate(s) may be elected by acclamation (ASCA Bylaw 6.2).

9. If there are not enough candidates declared to fill the available 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 available positions, these positions will remain vacant on the day of the AGM and may be filled via by-election or appointment, at the discretion of the Board, at a later time.

** Candidates are required to be present and to verbally accept their nomination at the AGM and are expected to prepare a (brief) speech to address the assembly at the AGM.*

**** A candidate must disclose to the ASCA 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

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)

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.
- Electronic ballots cast for all positions will be tallied with the Teller's Report announced prior to the next election, if applicable.

ASCA Board Members' Oath

Taking the oath acknowledges commitment to the role on the Board, and dedication to representing 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 2024

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? Yes How do you see yourself balancing your professional and personal life to manage the duties and expectations of an ASCA 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? (e.g. family, political, volunteer, employment, etc.)
8. On which social media platforms do you have a profile or presence, in either your own name, a business/organization name, or an alias? (LinkedIn, Facebook, Twitter “X”, Instagram, etc.)
9. Please provide all social media profile or presence usernames, addresses, and links. Failure to disclose all accounts for which you have a recognizable online presence may result in your disqualification as a candidate.
10. What do you view as the purpose for social media?
11. What makes you an ideal candidate for the position?

SAMPLE ONLY
Use Online Form

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 10 days prior to the election at the AGM.

NOMINATION FORM for ASCA Board of Directors Position 2024 Election



Candidates must be a parent of a student enrolled in a school whose school council is an ASCA Member in good standing. Elections take place at the ASCA Annual General Meeting (AGM) on April 28, 2024. **Nominees must be present**, preferably in person, at the AGM to be elected to the Board of Directors. Submit completed Nomination Form and Candidates Questionnaire only via email to **ASCA Board Nominations** at parents@albertaschoolcouncils.ca by **5:00 pm on Friday, April 12, 2024**.

Candidate information will be posted on the ASCA website at **three** intervals; March 15, April 1, and April 18 (10 days prior to the election at the AGM).

Candidates 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.

Board positions available for the 2024 election:

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

President 2 Yr. Term (1 Position) Mid-Term Director: If unsuccessful, return to current position? Yes? No?

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.

Vice President 2 Yr. Term (1 Position) Mid-Term Director: If unsuccessful, return to current position? Yes? No?

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.

Director 2 Yr. Term (3 Positions)

Director 1 Yr. Term (1 Position)

Candidate Name: _____

Candidate Address: _____

Candidate Phone: _____

Email: _____

Candidate ASCA Member _____

Town/City: _____

School Council Name: _____

Candidate: Do you have **any** affiliations/involvement that may affect/influence your performance as a Board member or be perceived as a conflict of interest? (e.g. political, employment, family, etc.) No: Yes: If Yes, please provide details: _____

Nominator Information

(1 required)

Nominator Name

Nominator Member School
Council Name: _____

Town/City: _____

Nominator Signature: _____

Equivalent as printed

I acknowledge I will be invited to, and expected to attend, a virtual Candidate's Information session, prior to the AGM, participation in which will be publicly disclosed alongside my Candidate's Profile on the ASCA website (initial): _____

Candidate Declaration: I have read the **complete Information Package** and understand the eligibility, time commitment, and requirements to serve 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. I will commit the time specified in the Information Package. I understand that any misrepresentation of my abilities and/or availability to fulfill my duties as a Board member may result in my removal from the ASCA Board of Directors.

Candidate Signature (equivalent as printed): _____