

Board Resources and Development

Governance Services Branch

New Board Member Application Package

**Alberta Child and Family Services
Authorities**

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The Child and Family Services Authorities

There are ten regional Child and Family Services Authorities (CFSAs) in Alberta. The CFSAs deliver child and family services on behalf of the Minister of Children and Youth Services. Each CFSA is an agent of the Crown under the Minister's direction.

The business and affairs of each CFSA is governed by its board. Board size varies from seven to fifteen members, depending on the size of the region.

The CFSAs are responsible for services related to child intervention, child protection, foster care, adoptions, children with special needs, prevention of family violence and day care support services. Services may also include the delivery and coordination of a variety of other services developed through partnerships and protocols with community agencies, other regional authorities and government departments.

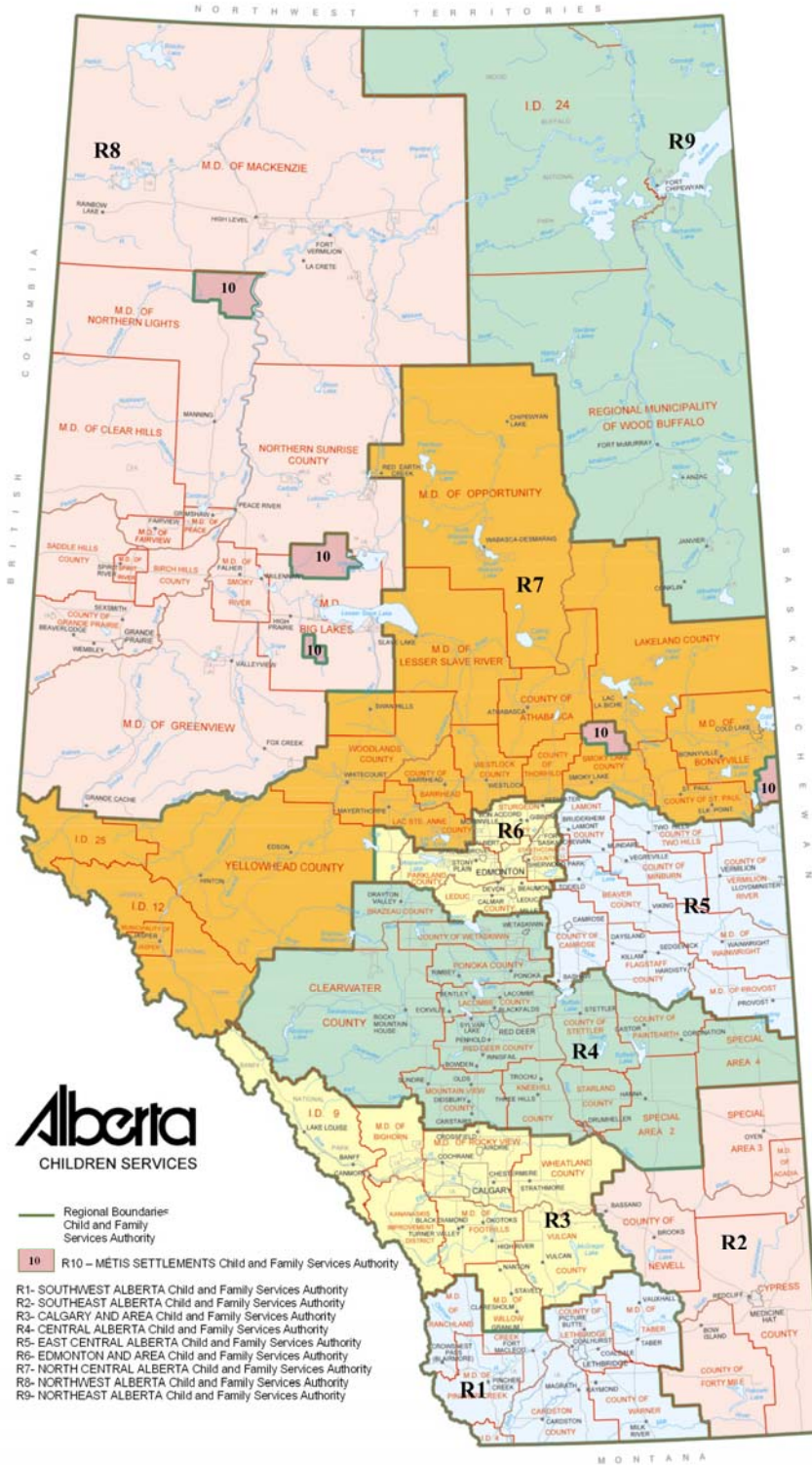
A map of the CFSA boundaries is included on the following page.

THE ABORIGINAL PERSPECTIVE

Research on populations in Canada and Alberta indicates that Aboriginal children face greater challenges than non-Aboriginal children in most indicators such as health and education. This is also reflected in the work of Children and Youth Services. While Aboriginal people represent 6.7% of the total Alberta population, they are over-represented on child intervention caseloads (ranging from approximately 33% in some regions to over 50% in other regions).

Each CFSA board includes Aboriginal representatives and is chaired by two Co-Chairs, at least one being Aboriginal. This reflects the need to ensure a strong emphasis in finding ways to resolve the large proportion of Aboriginal children involved with the Ministry of Alberta Children and Youth Services. It is recognized that significant input and recognition of the needs of Alberta's Aboriginal communities can only be assured with adequate Aboriginal representation on the Authority boards. For this reason, if you are an Aboriginal person, we would appreciate that you self-identify in the application attachment (refer to Page 11).

Map of the Child and Family Services Authorities



Roles and Responsibilities of the Board

Board members are appointed by and accountable to the Minister of Alberta Children and Youth Services for all of its governance functions.

Key board responsibilities include the following.

1. Direction Setting

- Set the strategic direction for the CFSA, ensuring the direction is complementary to the Ministry's strategic direction and providing strategic input into the Ministry's Business Plan.
- Exercise independent judgment in overseeing the operations within the directions given under the *Child and Family Services Authorities Act*, the Memorandum of Understanding, and the three-year business plans.

2. Monitoring and Reporting

- Ensure processes are in place to monitor the activities of the CFSA to ensure its mandate is being fulfilled, and that it is in compliance with all relevant government policies and all legal and regulatory requirements.
- Understand the significant risks to which the CFSA is exposed and obtain assurance, on a regular basis, that the CFSA has an appropriate and effective risk management process and policy.

3. CEO Selection and Performance Evaluation

- In collaboration with the Deputy Minister:
 - assess candidates for the position of CEO before making its CEO selection recommendations to the Minister; and
 - develop and monitor performance expectations for the CEO that meet both board and department requirements.

4. Relationship with Community

- Provide a connection between the community and the Ministry.

5. Board Operations

- Evaluate objectively, on an annual basis, the board's effectiveness in fulfilling its responsibilities and use the results to continuously improve board performance.

Each board is responsible to ensure that it is following sound, recognized governance practices. To support the governance role, the Ministry provides regulations, core board governance principles and policies including a code of conduct.

The board ensures that its discussions and decisions focus on governance responsibilities. Functions may also be delegated to committees.

Board Member Profile

The CFSA boards oversee the performance of its Authority. Each member brings varied experience, education and skill sets to the board.

Below is the position profile for board members. Candidates are required to have some of the skill sets listed below and will have learning opportunities to develop in all areas.

Board members will:

- understand general principles of governance;
- demonstrate a working knowledge of the Authority governance role, responsibilities and accountabilities;
- demonstrate a working knowledge of the reporting relationships, responsibilities and accountabilities among the Authorities, the board, the CEO, the Minister and the Deputy Minister;
- be able to build and maintain an effective working relationship with the CEO; and
- be able to make timely and sound decisions based on information available.

Each board engages stakeholders in the planning and delivery of services. Board members assist the board in:

- identifying stakeholders;
- identifying trends and needs impacting children and families within the communities served by their Authority; and
- developing formal and informal relationships with families, youth and other stakeholders.

Board members share and demonstrate the following values:

- commitment to strengthen children, families and communities;
- respect, empathy, sensitivity and ethical behaviour;
- recognizing the perspectives of, and challenges facing Aboriginal and other people;
- openness to new and different ideas and approaches;
- consensus building and capacity building;
- moving the mission of their Authority forward; and
- seeking and applying the unique vision of communities served by their Authority to board planning and decision making.

Board members demonstrate interpersonal skills, including:

- working effectively with individuals and diverse groups
- engaging in effective, on-going and culturally-sensitive communication;
- conflict resolution and negotiation;
- advocacy (as delegated by the board);
- encouraging others to speak/contribute; and
- giving and receiving constructive feedback.

Board members demonstrate critical and strategic thinking skills, including:

- analyzing information and evaluating outcomes;
- assessing risks; and
- contributing to shaping the vision and strategies for the Authority.

Board members demonstrate a flexible leadership style which:

- respects difference in leadership styles between Aboriginal and non-Aboriginal board members;
- ensures the Aboriginal perspective in decision-making; and
- encourages participation in decision making.

BOARD MEMBER ASSESSMENT

Individuals who are appointed to the CFSA boards are selected by the Minister to perform a significant role on behalf of the ministry. As such, board members are accountable to the Minister of Children and Youth Services.

Board members are assessed on an annual basis to enhance accountability and performance, within the governance model currently being used by the CFSA's. The assessment process also bridges into board development through the identification of learning needs for the entire board and individual members.

TIME COMMITMENT

- It is anticipated that a time commitment of approximately 35 to 40 hours per month on average, plus travel time to and from meetings, is required for **board members**.
- The time commitment for board **Co-Chairs** is anticipated as 64 hours per month on average, plus travel time to and from meetings.

The Appointment Process

1. Each application will be screened by a regional interview panel to determine if the applicant has related community-based experience, which could include:
 - paid or volunteer experience with children or families;
 - experience as a board member and an understanding of the general principles of governance;
 - knowledge of and/or sensitivity to Aboriginal culture and leadership styles;
 - an understanding of trends and needs impacting children and families in their community; or
 - active involvement in community activities.

Additional screening criteria to meet specific board member needs in individual regions may apply.

2. The panel will interview applicants who meet the screening criteria.
3. Reference checks, a Police Information Check and a Child Intervention Record Check are part of the selection process following the interview. Having a record does not necessarily preclude appointment to the board – it will be dependent on the nature of the offense. All information from these checks will be held in strictest confidence and protected from unauthorized access.
4. Based on the results of the selection process, nominees will be recommended to the Minister of Children and Youth Services for further consideration.
5. Board appointments are approved by Cabinet. The Minister will notify successful candidates in writing.
6. Appointed board members will receive orientation for the board position.

Note: The recruitment process can take three to four months from the interview date. If you would like to know the status of your application or have any questions regarding this process, please call (780) 422-5679. To be connected toll-free, dial 310-0000.

Eligibility for Board Membership

The following information is in accordance with Sections 3 and 4 of the Child and Family Services Authorities Regulation (Alberta Regulation 192/2004).

All applicants must be

- 18 years of age or older;
- a Canadian citizen or landed immigrant; and
- a resident of the region for which they are applying.

Note: A person who resides on a reserve within the meaning of the Indian Act (Canada) that is contiguous to a region may be a member of that region's board.

The following persons are not eligible for board membership

- An employee (or their spouse/adult interdependent partner) of the Ministry of Alberta Children and Youth Services.
- A service provider (or their spouse/adult interdependent partner) who receives a significant portion of income or funding, including grants and contributions, from an Authority and/or the department.
- A director or officer of a corporation (or their spouse/adult interdependent partner) that is a service provider where the corporation receives a significant portion of its income or funding, including grants and contributions, from either the Authority and/or the department.
- A person (or their spouse/adult interdependent partner) who has a significant role in the operation of a service provider.
- A Member of Legislative Assembly, a Member of Parliament, a Senator, a Justice of the Peace, or a sitting judge of any court in Alberta.
- A person who has been convicted of an offence under the Child, Youth and Family Enhancement Act or the *Protection of Children Involved in Prostitution Act*.

Change in circumstances

If you are ineligible and you have the option of changing your circumstances in a way that will make you eligible to serve on the CFSA board, include in your application information about your intentions to become eligible.

Remuneration

Board members and Co-Chairs will receive an honorarium and reimbursement for travel expenses.

Honoraria rates are as follows.

1. Board members, other than the Co-Chairs:
 - (a) \$164 for up to and including four hours in any day, or
 - (b) \$290 for over four hours and up to and including eight hours in any day, or
 - (c) \$427 for over eight hours in any day,
spent on the business of the board.

2. Board Co-Chairs:
 - (a) \$219 for up to and including four hours in any day, or
 - (b) \$383 for over four hours and up to and including eight hours in any day, or
 - (c) \$601 for over eight hours in any day,
spent on the business of the board.

Board members and Co-Chairs are entitled to be paid travel and living expenses in accordance with the Subsistence and Travel Allowance Regulation.

Submitting Your Application

If you are interested in applying to be a board member, please submit:

- a completed and signed "Application Attachment" (included on the next two pages);
 - a current resume; and
 - contact information for three references from community members.
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Send your completed package to:

**Governance Services Branch
Alberta Children and Youth Services
3rd Floor, Sterling Place
9940 - 106 Street
Edmonton, Alberta
T5K 2N2**

If you prefer, you can fax your application to (780) 644-6880.

Thank you for your interest in becoming a board member.

PART B

Please check the following statements as Y (Yes) or N (No)

_____ I am 18 years of age or older.

_____ I am a Canadian citizen or a landed immigrant.

_____ I am a resident of the region for which I am applying.

_____ I have attached my resume.

_____ I have attached contact information for three references from the community.

Self-Identification (optional):

_____ I am Aboriginal.

For which region are you applying? _____

Please indicate how you found out about this opportunity:

Newspaper Internet Community meeting

Word of mouth (explain) _____

Other (please specify): _____

Name (please print): _____

Mailing Address: _____

Place of Residence: _____

Telephone: _____

Signature