Recruitment Posting

Medicine Hat College Board of Governors

**Competition #:** 432  
**Ministry:** Advanced Education  
**Opening Date:** 05/26/2017  
**Closing Date:** 06/26/2017  
**Role:** Chair

**Role Required**

The Minister of Advanced Education, is seeking applications from individuals interested in serving as chair of The Board of Governors of Medicine Hat College.

**Location**

Medicine Hat, Alberta

**About the Agency**

Medicine Hat College is a public, board-governed college operating as a Comprehensive Community Institution under the authority of the *Post-Secondary Learning Act* of Alberta. As a learner-centred institution, Medicine Hat College serves a diverse range of students in major areas of study including liberal arts, business/commerce, health and human services, visual and performing arts, science and technology, apprenticeship and pre-employment trades, foundational learning and academic upgrading, and non-credit, lifelong learning, continuing education programs.

**Board and Committee Structure**

The Board consists of seven public members and a chair appointed by the Lieutenant Governor in Council, as well as three members nominated or elected to represent various associations of the institution. The President is also a member of the Board by virtue of her position. Committees established by the Board include: Executive, Policy and Bylaw, Finance and Audit, and Board Effectiveness.

**Role Description**

**Role of the Chair**

The Chair represents the Board and its interests in dealing with the Minister, the Department, the President, stakeholders and the community. The Chair is responsible for providing leadership for the Board and for effectively facilitating the work of the Board, including ensuring that the Board focuses on the broader governance tasks of policy and strategic decision-making; complies with enabling statutes and by-laws and acts in a fiscally and ethically responsible manner. The Chair will also ensure that the organization adheres to the purpose and vision established by the mandate.

**Skills and Experience Required**

*The successful applicant will demonstrate the following competencies and skills:*

- Leadership - experience inspiring and influencing others, as well as experience in key areas such as strategic planning and risk management.
• Relationship building and community partnerships - experience making strong community connections with diverse stakeholder groups and experience building consensus and partnerships.

• Governance - experience on or with board structures and policy governance models, and/or current or previous board or committee experience.

• Governmental Affairs - experience with government and the public sector environment, experience with government processes, relations, models (federal, provincial, municipal), and/or experience with legislation or public policy development processes.

Preferred applicant may also demonstrate:

• Experience in post-secondary education, and/or the delivery of education;

• Experience with strategic planning in a leadership capacity;

• Experience with corporate financial matters;

• Experience in a leadership role in a large, complex organisation serving multiple stakeholders;

• Background and experience in one or more of the following areas:
  ● Risk management and mitigation;
  ● Fund development and community relations;
  ● As a human resources professional with experience in a leadership and/or advisory role, possessing a related designation;
  ● As a financial professional with experience in a leadership and/or advisory role, with demonstrated understanding of financial matters such as budgeting, or investments

Credential and experience verification may be conducted.

The Government of Alberta is committed to offering qualified Albertans the opportunity to be considered as public members on Alberta’s public agencies, boards and commissions. To help ensure that Albertans are well-represented on boards, we invite applicants from all backgrounds who embody a range of knowledge, skills and expertise to apply.

Remuneration and Time Commitment

The chair is appointed for a term of up to three years and may be eligible for reappointment for a second term of up to three years. The Board meets at least eight times per year, in addition to committee meetings. The chair can expect a significant time commitment to meet the demands of this role.

Remuneration in the form of an honorarium is set by the Board in accordance with applicable legislation and bylaws. Currently honoraria is set at:

• Meeting fee per month: $300
• Per deim when engaged in college business: $75 up to and including four hours and $150 for more than four hours

Honoraria rates are subject to review.

Members are reimbursed for allowable expenses as per Board of Governor Board Policy.

Meetings of the board are typically held in Medicine Hat, Alberta.

Position Profile
Please see the attached Position Profile for more information on this opportunity and a detailed list of responsibilities [http://alberta.ca/public-agency-opportunity.cfm](http://alberta.ca/public-agency-opportunity.cfm)

**Additional Documentation**

Required Documents: In addition to your cover letter and resume, we require a completed application form. Click [HERE](http://alberta.ca/public-agency-opportunity.cfm) to download the application form. Once the form is completed, save it to your PC. When you hit ‘submit application’, you will be prompted to upload additional documents. Drag and drop (or upload) your completed application form into the ‘Drop files below or click to upload’ section.

Note: A short biography outlining your education, experience and other professional information will be made public if you are successful on this opportunity.

**Contact Information**

**Please ensure you read the ‘Additional Documentation’ section above for full application instructions**

If you are unable to apply on-line, please submit your completed application form, cover letter resume and bio, quoting the recruitment posting competition number to [AE.BoardAppointments@gov.ab.ca](mailto:AE.BoardAppointments@gov.ab.ca).

If you have any questions please contact Governance and Legislation, Alberta Advanced Education, 5th Floor, Phipps-McKinnon Building, 10020 – 101A Avenue, Edmonton, Alberta, T5J 3G2, Phone: 780-415-0983, e-mail: [AE.BoardAppointments@gov.ab.ca](mailto:AE.BoardAppointments@gov.ab.ca).

This posting may be used to fill both existing and future board vacancies.

**How To Apply**

Carefully read the Recruitment Posting and the Position Profile to ensure this is an appropriate opportunity for you. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements.

Online applications are preferred. To apply, click on the 'apply' button, create or sign into your account in the ePAAS system; upload your resume, view the listing under Current Opportunities and click on 'submit application'. The uploaded resume will be automatically attached.

Provide a short (maximum 200 words) biography using the Biography template found under additional documents section. Your biography should contain general information about your education, experience, community involvement, skills, etc. Please note that biographies may be edited for length and clarity.

Once your biography and other required form(s) are completed, save it to your PC. When you hit 'submit application', you will be prompted to upload additional documents. Drag and drop (or upload) your completed cover letter, biography and other form(s) into the 'Drop files below or click to upload' section before clicking the ‘apply’ button.

If you are unable to apply online, please submit a cover letter and resume, quoting the recruitment posting competition number, to the contact provided on the posting. We thank all applicants for their interest. All applications will be reviewed to assess which candidates’ qualifications most closely match the agency’s requirements. **Only those selected for interviews** will be contacted to advance to the next step in the appointment process. You can check the status of each competition on-line at [https://www.alberta.ca/public-agencies.cfm](https://www.alberta.ca/public-agencies.cfm).

All potential candidates will be screened for potential conflicts of interest. **Please Note:** Successful applicants will have the following information about them made publicly available on the Public Agency Secretariat Website: name, biography, public agency, position appointed to.
Agency Website:

The Board of Governors of Medicine Hat College

Medicine Hat College

Link to Enabling Legislation:

Post-secondary Learning Act