Recruitment Posting

Medicine Hat College Board of Governors

**Competition #:** 433  
**Ministry:** Advanced Education  
**Opening Date:** 05/26/2017  
**Closing Date:** 06/26/2017  
**Role:** Public Members

**Role Required**

The Minister of Advanced Education is seeking applications from individuals interested in serving as a public member 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 Public Member**

The public member shares with other members of the Board the responsibilities of governing the college; formulating policies enabling the Board to make responsible decisions on fiscal and academic matters; establishing the purpose and vision of Medicine Hat College and has a commitment to the academic, financial and social well-being of the college and to adult learning generally.

**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. A demonstrated understanding of the distinct roles of the Board and management.

*Preferred applicants may also demonstrate:*

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

- Background and experience in one or more of the following areas:
  - Legal expertise, including substantial experience as a practicing lawyer and in good standing with the Law Society of Alberta;
  - Risk Management and mitigation;
  - Financial experience in the field of public accounting, as well as experience with investments. A professional designation considered an asset;
  - Fund development and community relations;
  - As a human resources professional with experience in a leadership and/or advisory role, possessing a related designation;

Experience within the region and the community of the college is also preferred

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 public member 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, graduation and events. The public member 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. Current Honorarium rates:

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

Members are reimbursed for allowable expenses as per the Board’s Bylaws.

Meetings are generally 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 and resume, quoting the recruitment posting competition number to: AE.BoardAppointments@gov.ab.ca.

If you have any questions please contact Governance Services, 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.

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.

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:

Board of Governors of Medicine Hat College

Medicine Hat College
Link to Enabling Legislation:

Post-secondary Learning Act