



## **Board of Directors**

## **Nomination Application**

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## **President Welcome Letter**

Dear Potential Board Member,

On behalf of the Aboriginal Congress of Alberta Board of Directors, we would like to thank you for your consideration to join the work of the Board of Directors. Becoming a Director can be a rewarding experience because we work together with the community to advocate for, and increase awareness of systemic health judicial, social and political issues and to reduce barriers for Urban Aboriginal peoples.

As a grassroots organization, we work with the Aboriginal community to identify the vast needs and priorities of a constantly growing Aboriginal population base. We want to work together to build a strong and vibrant Aboriginal community that supports one another while respecting, retaining, and being sensitive to our diverse cultural teachings.

The Aboriginal Congress of Alberta, referred to as ACAA, is a non-profit society, governed by nine (9) Board of Directors, established in 2006, for the purpose of acting as the provincially recognized affiliate organization of the Indigenous Peoples Assembly of Canada formerly called the Congress of Aboriginal Peoples (CAP).

ACAA's primary role is to create a representation voice within the Congress of Aboriginal Peoples on behalf of off-reserve Aboriginal people of Alberta., and to properly represent those people to the Alberta Government and the Government of Canada, including all other possible partners and stakeholders.

The secondary goal of ACAA is to ensure our work moving forward will carry us through a continuous process of identifying needs, priorities and gaps in the services and programs currently inaccessible to Non-Status, Metis and Inuit peoples and, because they are not otherwise represented by any other political body, bring their collective voice to the forefront.

If you would like to become an ACCA Board of Director, we encourage you to submit your application today. If you have any further questions and/or would like more information contact the Board President at [aboriginalcongressab@gmail.com](mailto:aboriginalcongressab@gmail.com).

In the spirit of helping one another,

Beverly Allard  
ACAA President

## Board of Director Volunteer Position

We are seeking a volunteer who demonstrates one of the following competencies:

- Diploma/Degree in Native Studies, Law, Humanities, Political Science, Business Administration and/or completion of second level a recognized accounting program combined with related financial experience in implementing and monitoring financial policies and procedures:
- Advocacy experience; and/or
- Previous working with or on a Board of Directors.

## Duties

- **Ethical Behavior:** Demonstrates ethical behavior and standard business practices that align with the core values of ACAA both internally and externally. Maintain a positive working relationship among Board members, organization members and the community.
- **Policy:** Knowledgeable of the Alberta Societies Act, Bylaws, Policies & Procedures.
- **Traditional Knowledge:** Acknowledging and adhering to the Indigenous culture and protocols is essential.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Must demonstrate strong and effective communication skills along with an ability to incorporate the appropriate tools and techniques to engage others.
- **Focus on Community Needs:** Anticipate, understand, and respond to the needs of the community to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Foster, sustain and role model productive team work practices, and contribute to a positive team environment. Share expertise and knowledge to support, coach and develop others.
- **Make Decisions:** Assess situations to determine the importance, urgency or risk, and make clear decisions and/or recommendations that are timely and in the best interests of the organization.
- **Executive Skills:** Set priorities, maintain a strong work ethic, monitor progress towards goals, and track details/information/activities. Ensure the safeguarding of all budgets. Ensure proper oversight regarding any required reporting to meet funding and/or contractual agreements.
- **Plan:** Determine strategies to move the organization forward, contribute to goals, create and implement action plans, board reports and evaluate the process and results.

- **Problem Solving:** Ability to assess problem situations, and to identify causes, gather and process relevant information, generate possible solutions and make recommendations to remediate areas of challenge.

## Requirements

The following are the requirements that are expected of the Board of Directors. Commitment to attending the meetings of the Board by:

- Attend meetings when required;
- Responding to emails and confirming attendance at meetings;
- Completing prep work prior to meetings;
- Willingness to serve on additional Board Committees, as required;
- Willingness to participate in development opportunities;
- Willingness to be a ACAA Ambassador of the society; and
- Support from at least three (3) ACCA members in person, electronically or in writing to be nominated as a Board of Director.

Time Commitment	
Board Meetings	6 x 2.5 hours each = 15.5 hours plus prep time per year
Special Meetings	As required
Email and/or Telephone Calls	Varies depending on position
Committee Meetings	2 - 4 hours per month = 24 - 48 plus hours prep time per year
Annual General Assembly (AGA)	3 hours per year = 3 hours per year
Board Development	7 hours per year = 7 hours per year
Total Hours	49 - 73.5 hours per year (minimum)

Finance	
Membership Fee	\$0
Meals	\$0
Parking	\$0
Total	\$0

## Code of Conduct

All Board of Directors are expected to be role models who demonstrate the qualities, attitudes and behaviors that the organization promotes. All members will conduct themselves in accordance with the ACAA Terms of Relationship Values Statement.

We commit to working together for the greater good of the community. All our relations must be shaped and built upon the foundation of these values: honesty,

respect, wisdom, truth, sharing, honour and faith.

## Procedures

- Decision Making: All decisions are based on consensus.
- Committees: May be formed to carry out the work of the Board of Directors. Each Committee will keep minutes of their meetings.
- Meetings: Meetings are scheduled every second Wednesday of the month as agreed upon by the Board members. Special meetings can be called on an as needed basis. Meetings are usually held during the week between 6:30 pm and 8:30 pm. Board members will be served light dinner at 6:00 pm prior to the meeting. All key dates are listed in the ACAA Board Organizational Calendar.

## Membership

There are a minimum of nine (9) to a maximum of eleven (11) elected Board of Director positions. The Board of Directors are elected at the AGA to a three year term year. The Board of Directors nominate the following Board members for the following:

- One (1) President;
- One (1) Vice President;
- One (1) Treasurer;
- One (1) Secretary;
- One (1) Youth Advisor; and
- Four (4) Directors.

## Interim Board of Directors

Interim Board Members(s) can be appointed to fill vacant positions as determined by the Board of Directors. The Interim Board Member(s) holds the position until they are elected at the next AGA.

Board of Directors Application Form			
Applicant Information			
<input type="radio"/> Mr.	<input type="radio"/> Mrs.	<input type="radio"/> Ms.	<input type="radio"/> Miss
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	
<b>Date of Birth (Month/Day/Year)</b>		<b>Age</b>	
<b>Community Name</b>			
<b>First Nation Name</b>	<b>Metis Community Name</b>	<b>Inuit Community Name</b>	<b>Other:</b>
<b>Full Mailing Address or P.O. Box (if applicable)</b>			
<b>City</b>	<b>Province</b>	<b>Postal Code</b>	
<b>Home Phone Number</b>		<b>Cell Phone Number</b>	
<b>Email Address</b>			

Questionnaire
<b>1. Tell us about why you want to become an ACAA Board of Director?</b>
<b>2. Do you have previous Board experience? If so, briefly explain.</b>
<b>3. How did you hear about the ACAA?</b>
<b>4. Have you previously been involved with ACAA? If so, how?</b>
<b>5. Are you currently a member of ACAA?</b>

Support of Application
Applications submitted must have the support of at least three (3) current ACAA members by obtaining three (3) signatures or letters of support from three (3) current ACAA members.

Name (print)	Signature	Date
Name (print)	Signature	Date
Name (print)	Signature	Date





## Peacekeeping Agreement

### **Vision**

Indigenous communities and partners working together to improve the quality of life for all Indigenous peoples in the Province of Alberta.

### **Mission**

To make the best use of resources, information and commitments to find solutions to our challenges and to create opportunities through a circle of shared responsibility.

### **Values**

Along with the name, vision and mission we commit to working together for the greater good of the community. All our relations must be shaped and built on the foundation of these values.

- Honesty
- Respect
- Wisdom
- Love
- Sharing
- Honor
- Humility

I, \_\_\_\_\_, agree to participate with the Aboriginal Congress of Alberta to achieve its vision. By signing this Peacekeeping Agreement I agree to work within the ACCA's mission and values.

I certify that all of the information provided is true and I am a Canadian Citizen, over eighteen (18) years of age and not bankrupt at the time of this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## Board of Director Application Checklist

Before submitting the Board of Director Application you must complete the following:

- Review the Board of Director Volunteer Description;
- Fill out, sign and date the Application Form;
- Review, sign and date the Peacekeeping Agreement Form;
- Provide three (3) signatures from current members who support your application or letters of support from at least three (3) current ACAA members who support your application; and
- Provide a copy of your resume.

If your Board of Director Application is successful, you will be required to provide the following:

- 150 (maximum) word biography to be used in the AGA Meeting Package for the nomination of new ACAA Board of Directors;
- Photo (high resolution); and
- Oath of Confidentiality.