

Director, Alberta Recycling Management Authority

Alberta Environment and Parks, Edmonton. It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies

The Minister of Environment and Parks is seeking applications from individuals interested in serving as a Director with the Alberta Recycling Management Authority.

The majority of board meetings are held in Edmonton at the Alberta Recycling Management Authority's head office. There are some exceptions where meetings are held in other locations in Alberta.

The Alberta Recycling Management Authority is a delegated administrative organization that is accountable to the Minister of Environment and Parks. The Alberta Recycling Management Authority is responsible for managing three of Alberta's five regulated recycling programs for tires, electronics, paint (and paint containers).

The Alberta Recycling Management Authority collects environmental fees remitted from suppliers on designated materials (tires, electronics, paint) sold in the province. The fees are used by the Alberta Recycling Management Authority to administer the relative recycling programs including administrative costs; operational costs such as the collection, transportation and processing of material; education programs and research and development activities. The Alberta Recycling Management Authority is required through regulation to report annually to the Minister of Environment and Parks.

Reporting to the Minister of Environment and Parks, the Alberta Recycling Management Authority Board is accountable for guiding the strategic direction and overseeing the development and delivery of appropriate business processes of Alberta Recycling Management Authority in a manner consistent with its mandate.

The Director appointed by the Minister along with the other members of the Board have a significant role to play in the organization's success by overseeing the governance and management of the organization.

As an Alberta Recycling Management Authority Board Director, you will have an opportunity to influence Alberta's regulated recycling programs for paint, electronics, and tires and to use your diverse set of competencies and experience to enhance the effectiveness of the Board in carrying out its mandate.

Board Responsibilities

- Guide the vision, mission and mandate of the Alberta Recycling Management Authority and provide strategic leadership to the organization.
- Guide operational controls, administrative and reporting procedures and systems to ensure operating effectiveness of the organization. This includes but is not limited to recycling program, fiscal, legal responsibility, communication and accountability oversight.
- Maintain an understanding of the regulatory, legislative, social, and political environment in which the Alberta Recycling Management Authority operates.
- Become generally knowledgeable about the business of the Alberta Recycling Management Authority and the industries involved in its recycling programs.

- Participate in director orientation.
- Act as an effective ambassador and representative of the Alberta Recycling Management Authority.
- The standard term for appointment is three years. The Director may serve on the Board for a maximum of three consecutive terms of up to three years each, for a total of nine years, subject to performance as determined by the Alberta Recycling Management Authority's board and director evaluation process.

Skills and Experience Required:

- Applicants should have experience working with Indigenous peoples and organizations.
- Applicants should demonstrate strong connections to the Indigenous community.
- The applicant understands the diversity of Indigenous peoples and Indigenous ways of being. They also understand the contemporary and historical context of the issues facing Indigenous people, and the strength and resilience of Indigenous people and their communities.
- Applicants should demonstrate a willingness to learn or have knowledge of how waste management and recycling work within Indigenous communities and understand the associated challenges and opportunities. They should be motivated to learn or understand the legislative framework for provincial waste management and recycling, including the roles of different stakeholders.
- Applicants should have knowledge of or previous governance experience in the private, public or volunteer/non-profit sector. In addition, the Director should be willing to grow their personal effectiveness skills: leadership/teamwork skills, strategic thinking/planning skills, critical thinking/problem solving skills.
- All Director applicants should have a willingness to learn about product stewardship. This may include environmental benefits, types of end-of-life management and the waste hierarchy.

Remuneration and Time Commitment

The Alberta Recycling Management Authority determines its own remuneration and expense policy. The Alberta Recycling Management Authority has determined that in consideration of their services, Directors will be provided an honorarium. No salary is provided for this position. The Per Diems outlined in the current Honoraria and Expense policy for the Alberta Recycling Management Authority Board is as follows:

Board Meetings

- \$300.00 for Board business up to four hours in duration; or
- \$600.00 for Board business over four hours in duration to a maximum of eight hours;
- Committee Meetings - \$75.00 per hour with a four-hour minimum
- Committee Chairs - \$75.00 per hour for committee work outside of meetings;

Board Member Activities

- \$75.00 per hour for actual time while on Board business, and other Board activities (e.g. processor site visits, stakeholder meetings, presentations, conferences) with a minimum four hours per day charged and a maximum of eight hours per day charged;
- Meeting Preparation – Board and Committee members may claim \$75.00 per hour for actual time preparing for Board and Committee meetings, with a two-hour maximum;
- Travel Time – \$25.00 per hour actual time travelling between locations. Details on expenses incurred on Alberta Recycling Management Authority activities can be provided;
- Directors may be required from time to time to make use of their personal vehicles or incur out-of-pocket expenses in the course of serving the Alberta Recycling Management Authority. The

Alberta Recycling Management Authority has determined that in these instances, Directors should receive compensation or reimbursement as per Alberta Recycling Management Authority's Remuneration Policy.

There are approximately six regular board meetings per year including a multi-day strategic planning session. Meetings are typically held in Edmonton but may be held outside Edmonton as determined by the Board. The expected annual time commitment for this vacancy is approximately 12 to 14 days.

Position Profile

Please see the attached Position Profile for more information on this opportunity and a detailed list of responsibilities

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=600&print&DPP>

In addition to your cover letter and resume, we require a biography. Click <https://www.alberta.ca/public-agency-opportunity.cfm?appt=600> to download form.

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.

Contact Information

**Patrick Kane, Director Waste Policy,
10th floor Oxbridge Place 9820 – 106 Street Edmonton AB T5K 2J6
Phone: 780-422-2136 Email: Patrick.Kane@gov.ab.ca**

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 4-line biography using the Biography template found under additional documents section. Your biography should include your name, current work experience, board/committee experience and relevant education. 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, and position title.

Closing Date: November 14, 2018. Job ID #600

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=600>