

## **Board Member, Energy Efficiency Alberta**

**Alberta Environment and Parks, Calgary.** 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, responsible for the Office of Alberta Climate Change Office is seeking applications from individuals interested in serving as a Board Member of Energy Efficiency Alberta.

Energy Efficiency Alberta is located in Calgary. The majority of board meetings are held in Calgary.

Energy Efficiency Alberta's (EEA) mandate is to: raise awareness of energy use and the associated economic and environmental consequences of energy use; and to promote, design and deliver programs related to energy efficiency, energy conservation and the development of micro-generation and small scale energy systems in Alberta and promote the development of an energy efficiency services industry.

EEA uses a variety of tools to encourage energy efficiency improvements including education, outreach and training programs and financial incentives.

EEA currently delivers the following programs to Albertans:

- Residential No-Charge Energy Savings Program;
- Residential Retail Products Program;
- Business, Non-Profit and Institutional Energy Savings Program; and
- Residential and Commercial Solar Program.

### **Role Description**

The duties and responsibilities of board members are to:

- Build board effectiveness and performance practices;
- Provide advisory and strategic direction;
- Ensure sound governance processes are in place;
- Identify organizational risk and develop risk mitigation strategies; and
- Measure and report on performance.

In addition, board members participate in:

- Selecting, appointing, supporting, and determining the powers, duties and functions of and review the performance of the chief executive officer;
- Tracking financial performance of the organization; and
- Participate on committees (e.g. Governance Committee, Financial/Audit Committee), as required.

The standard appointment term is up to three years. Members can hold office for one or more terms but cannot serve as a board member for more than 10 consecutive years.

### **Skills and Experience Required**

The board member will have:

- Experience in roles that require commitment to collaboration and an understanding of the importance of teamwork to board success; and
- The ability to think strategically about the opportunities and challenges facing EEA and engage in short, medium and long-range planning.

The board member will also have demonstrated knowledge of, or experience in:

- Board governance in the not-for-profit or public sector;
- Sound management and operational business practice, including planning and measuring performance and allocating resources to achieve outcomes;
- Financial management, including analyzing and interpreting financial statements, evaluating organizational budgets and financial reporting; and
- Enterprise risk management, including identifying potential risks, recommending and implementing preventative measures, and developing risk mitigation plans.
- Working with Indigenous people and/or Indigenous organizations and demonstrating strong connections to the Indigenous community is considered an asset.

In addition, the board member will have knowledge regarding:

- Energy use across sectors, including residential, commercial and institutional energy, end-use and energy efficiency services sector;
- The regulatory framework (federal, provincial and municipal) and / or regulatory barriers impacting energy efficiency and community energy systems;
- The stakeholder community, including technical stakeholders (e.g. utilities, industry associations, educational institutions), municipal stakeholders and community stakeholders;
- Government strategic energy efficiency and community energy priorities; and
- The applicant understands the diversity of Indigenous peoples and Indigenous ways of being. The applicant also understands the contemporary and historical context of the issues facing Indigenous people, and the strength and resilience of Indigenous people and their communities.

Remuneration and expenses will be paid in accordance with Schedule 1, Part A of the Committee Remuneration Order (OC 466/2007).

Schedule 1, Part A provides that Board members will be paid:

- \$164 for up to and including four hours in any day;
- \$290 for over four hours and up to and including eight hours in any day, or;
- \$427 for over eight hours in any day spent on Board business.

Board members will be eligible for reimbursement of expenses in accordance with the Travel, Meal and Hospitality Expenses Policy.

Full-day Board meetings will be held monthly, requiring a half-day of advanced preparation. Half-day Committee meetings will be held approximately every two months.

The majority of board meetings will be held in Calgary.

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=601&print&DPP>

### Additional Documentation

In addition to your cover letter and resume, we require a biography. Click <https://www.alberta.ca/public-agency-opportunity.cfm?appt=601> 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

Katherine Faryna, Legislative and Governance Analyst, Alberta Climate Change Office,  
katherine.faryna@gov.ab.ca, 780-427-2899

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 5, 2018. Job ID #601**

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=601>