



## **Roles and Responsibilities and Qualifications of Directors of the Edmonton Down Syndrome Society**

### Opportunity

The Edmonton Down Syndrome Society (EDSS) is seeking passionate volunteers to sit on its Board of Directors who are committed to advocating for and enriching the lives of individuals with Down syndrome. The Vision, Mission, and Values of the organization are outlined at <http://www.edss.ca/about>.

### Roles and Responsibilities of Directors

The EDSS Board of Directors manages the affairs of the Society. It is comprised of five (5) to nine (9) members. Two (2) seats are reserved for members of the Steering Committee, with the balance of three (3) to seven (7) seats being elected with individuals from the community at large. There are four (4) roles on the Board of Directors with specific, additional responsibilities over and above the typical responsibilities of a Director.

- Chair – presides over all meetings of the Society and Board. Responsible for the general management and supervision of the affairs and operations of the Society.
- Vice-Chair – assumes the duties of the Chair should the Chair be unable.
- Secretary – preserves minutes of all meetings as required and has the responsibility of maintaining the records of the Society. (This role shall be filled by the Secretary of the Steering Committee).
- Treasurer – supervises the receipt of monies paid to the Society and is responsible for proper accounting for the funds of the Society.

General responsibilities of a Director include:

- Attend meetings of the Board and the AGM. Board members may participate by teleconference if necessary. Note that there is no salary or remuneration offered for acting as a Director, but compensation for expenses incurred in office may be approved by the Society.
- Show an involvement and ongoing commitment to the goals and objectives of the EDSS and its members.
- Willingness to serve on committees and support and participate in special events of the EDSS.
- Willingness to serve a two (2) year term as a Director.
- Approve policy and other recommendations received from the Board, its Standing Committees, and Senior Staff.

## Qualifications of Directors

Directors of the EDSS must meet the following basic criteria:

- Be a resident of legal age in Alberta within the region that the EDSS covers.
- Commit to serving the complete term of two (2) years for a maximum of six (6) years or three (3) terms (as per EDSS Bylaws).
- Shall be from the community at large, as per the EDSS bylaws. As the bylaws do not currently specifically define community at large, for the purposes of the nominating committee, a director must not be an immediate family member of an individual with Down syndrome. Immediate family shall be defined as a parent, grandparent, brother or sister by birth, adoption, fostering, or legal guardianship.

Other core competencies that ideally will be reflected in the Board of Directors are:

- A commitment to the vision and mission of the EDSS and a passion for advocating for and working towards enriching the lives of individuals with Down Syndrome;
- Knowledge of strategic and business planning;
- Governance experience;
- Human resources management expertise;
- Marketing and communications expertise;
- Legal and risk management expertise;
- Financial management expertise;
- Business and/or corporate experience; and,
- Demonstrated leadership in the not-for-profit sector or other endeavors.

Directors of the EDSS commit themselves to ethical, businesslike, and lawful conduct, including proper use of authority and decorum when acting as Board members. Directors must demonstrate their ability to contribute significantly to the leadership of the EDSS and to the advancement of the organization and must be able to represent unconflicted loyalty to the interests of all EDSS members.



## Edmonton Down Syndrome Society (EDSS) Board of Directors Application Form

**This form is to be completed by any person nominated for election as a Director of the EDSS. There are six (6) steps. Please ensure all steps have been completed prior to submission.**

Please contact the Nominations Committee at [nominations@edss.ca](mailto:nominations@edss.ca) should you have any questions about completing this application or about being a Director of the EDSS.

### **Step 1: Review the “Roles and Responsibilities and Qualifications of Directors of the Edmonton Down Syndrome Society” document**

- I declare that I meet all required criteria to be an EDSS Director as outlined.
- I declare that I have read and understood the roles and responsibilities and qualifications of EDSS Directors as outlined.

### **Step 2: Complete the following table.**

|                                     |  |
|-------------------------------------|--|
| Full Name (First, Last):            |  |
| Address:                            |  |
| Phone Number (including area code): |  |
| Email Address:                      |  |

### **Step 3: Provide and attach with this application a brief summary addressing the points outlined below (approximately one paragraph on each point is suggested).**

- Explain how you would bring to the Board a passion towards advocating for and enriching the lives of individuals with Down syndrome and describe any current connection you have to the Down syndrome community (if any).
- Outline your past experience(s) as a Board Member (corporate or not-for-profit), both the organizations and time periods, as well as the knowledge and skills gained.
- Provide information about specific expertise and skills you have in the areas of business planning, HR, governance, marketing and communications; legal and risk management; financial management.

### **Step 4: Electronically sign and date your application.**

By electronically providing my name and email below, I hereby declare that I meet the criteria to serve as a Director of the EDSS, will commit to carry out my responsibilities should I be nominated and elected, and am willing to stand for election at the forthcoming EDSS AGM. I also declare that the information provided in this application (including attachments) is true and correct to the best of my

knowledge and belief. Finally, I am aware that any information provided in this application may be used by the Nomination Committee to prepare the election packages for the AGM.

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|              |       |      |
|--------------|-------|------|
| Name (Print) | Email | Date |
|--------------|-------|------|

**Step 5: Provide details of two references to support your application.**

**First Reference**

|                                     |  |
|-------------------------------------|--|
| Full Name (First, Last):            |  |
| Relationship of Reference to you:   |  |
| Phone Number (including area code): |  |
| Email Address:                      |  |

**Second Reference**

|                                     |  |
|-------------------------------------|--|
| Full Name (First, Last):            |  |
| Relationship of Reference to you:   |  |
| Phone Number (including area code): |  |
| Email Address:                      |  |

**Step 6: Submit this form and attachment to [nominations@edss.ca](mailto:nominations@edss.ca) by September 15, 2018.**