



Board of Directors Recruitment Information

Vision: Our community actively empowers adults to be successful through lifelong learning.

Mission: To provide opportunities to adult learners in the Drayton Valley and Brazeau County Area by encouraging, developing and enhancing literacy skills

Key Belief Statements:

We Value:

- Accountability
- Adaptability
- Collaboration

We Believe:

- In Diversity and Inclusion in a welcoming space
- In Empowering adults to engage in their learning
- In Dignity and Respect for all learners, staff, volunteers, community partners, and donors.

We Are:

- Helpful, Understanding and Accessible
- Connected and engaged with partners in learning
- Advocates for learning in our community

A complete board application package will include:

- Resume and cover letter
- Application form (attached)

Please send your application by email to director@dvcommunitylearning.ca

For more information about DVDCLA:

Website: www.dvcommunitylearning.ca

Facebook: [dvcommunitylearning](https://www.facebook.com/dvcommunitylearning)

Instagram: [@DVCommLearning](https://www.instagram.com/DVCommLearning)

Twitter: [@DVCommLearning](https://twitter.com/DVCommLearning)

Do you want to make a difference in the community?

Do you have a passion for lifelong learning? Are you interested in making a difference for adult learners in our community, including those with barriers to learning? Drayton Valley & District Community Learning Association (DVDCLA) is looking for volunteer board directors to help achieve its mission of providing opportunities to adult learners in the Drayton Valley and Brazeau County Area by encouraging, developing and enhancing literacy skills.

DVDCLA is a not-for-profit organization with a volunteer governance board. We are partially funded by Alberta Advanced Education, through the Community Adult Learning Program and balance our funding needs through grant applications and other charitable fundraising activities. We have been providing learning opportunities in this community since 1978. Our goal is to provide learning opportunities to adults in the community, in order to encourage further learning to post-secondary or provide a path to employment opportunities, while reducing barriers where needed.

Directors meet for regular board meetings at least 4 times per year, primarily through in-person meetings, with occasional videoconferencing depending on the circumstances. The Directors are the primary decision making body of the organization, operating on a policy governance model.

Who are we looking for?

In considering candidates, the nominations committee will seek to ensure a balance of skills, experience and abilities. The key criteria for recruitment includes:

- 1 or 2 year term (preferred). Interim lengths available for some positions.
- Live and/or work in the Drayton Valley or Brazeau County area
- Average commitment of 8 - 12 hours per month including attending Board Meetings and Board Development opportunities. Individual Board positions may require additional individual time for fundraising, committee meetings, events or other tasks to achieve the goals set out in the Strategic Action Plan.
- Understanding of not-for-profit or charitable organizations, including financial and reporting requirements
- Understanding of not-for-profit governance, including bylaws, policies and procedures
- An interest in adult education and learning in Drayton Valley – including:
 - Challenges and barriers facing adult learners
 - English as an Additional language
 - Literacy and Numeracy skills, up to GED level
 - Digital Skills
 - Volunteer Engagement
 - Community Advocacy
 - Fundraising and Grant Writing

In addition to the noted criteria above, the following skills and experience will be considered:

- business management;
- financial expertise and accounting experience;
- human resources management;
- not-for-profit sector issues and trends;
- public affairs and communications;
- information technology;
- project management;
- strategic planning;
- legal expertise;
- risk management;
- education and research experience;
- literacy and language development;
- quality and performance management;
- board and governance expertise; and
- advocacy.

The successful candidate should also possess the following personal qualities:

- understanding of, and a commitment to, the mission, vision and values of DVDCLA
- understanding of not-for-profit or charitable organizations, including financial and reporting requirements
- understanding of governance, the role of a Board, a Director's role and fiduciary duties;
- ability to think strategically, work as part of a team and communicate effectively;
- a willingness to devote the time and effort required to be an effective Director, including attendance at Board orientation, Board retreats, Board meetings, Committee meetings and events organized by DVDCLA;
- an absence of potential conflicts of interest and an ability to manage potential conflicts of interest; and
- honesty and integrity.

Why apply? Here are some benefits to volunteering on our Board of Directors:

- Use your current skill set to enhance the vibrancy of our community
- Enhance your career through team building, planning, networking and communication
- Increase your visibility in the community while representing a respected organization
- Improve current skills or learn new skills helping with special projects of your choice
- Volunteer recognition program
- Board training and workshops throughout the year
- Use of an organizational laptop if necessary
- Lunches provided for meetings (subject to budgets)
- Occasional social events
- Personal gratification for positive contribution to your community
- Getting to work with an awesome team of Board and Staff members!