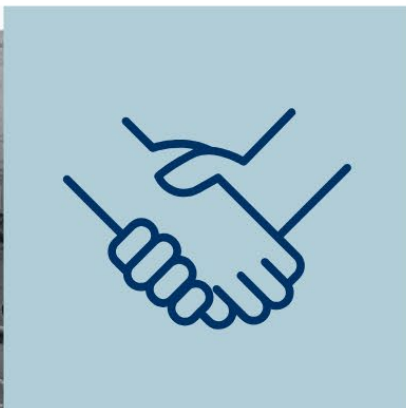


Board of Directors Candidate Information Package



**Alberta
School Councils' Association**
Promoting parent engagement in public education

Summer 2025



Board Candidate Information Package (Summer 2025)

Thank you for your interest in a position with the ASCA Board of Directors!

This package contains information about the expectations and responsibilities of serving on the Board, and items for consideration to assist with a decision to take on this important role, including:

- [Association Profile](#) (*Mission, Vision, Mandate*)
- [Board of Directors](#) - *Overview*
- [Composition of the ASCA Board](#) (*positions, eligibility, terms of office*)
- [Position\(s\) Information](#) (*requirements, expectations, responsibilities*)
- [Meetings of the Board, Committees and Preparation](#) (*time commitments, efforts, annual schedule*)
- [Nomination Appointees Process and Procedures](#)
- [Nomination Appointee Process](#)
- [Candidates Questionnaire](#) Sample Form (*download, save, complete, and submit via email: [online form](#)*)
- [Appointee Nomination Form](#) Sample Form (*download, save, complete, and submit via email: [online form](#)*)

(Please contact ASCA parents@albertaschoolcouncils.ca if you have questions or require additional information.)

Association Profile

The Alberta School Councils 'Association, (ASCA), is a provincial organization that presents the parent on school council perspective to government and others on ECS-12 education matters.

Working with education organizations in Alberta, the ASCA advocates on behalf of parents on school council to effect positive change in public education policy, programs, and practice.

ASCA members establish the direction and advocacy efforts of the association annually through a democratic Advocacy Resolution process.

In addition to advocacy efforts, the ASCA has traditionally provided resources, training, and support to develop and promote effective school councils across the province when financial resources permit.

ASCA is a not-for-profit, registered society and charity. The Board of Directors is comprised of elected parent volunteers from across Alberta, who meet throughout the year to govern the association. Association membership largely includes school councils, and supportive members of the education community.

ASCA's operating revenue comes from membership fees, fundraising efforts, grants, donations, and fees for services. When financial resources permit, the association staffs a provincial office, providing consistent support to school councils and school divisions/authorities.

Mission

ASCA will engage and empower Alberta school councils while advocating for the parent voice in the education system.

Vision

A respected and empowered school council in every Alberta school.

Belief

Parents are recognized and respected as knowledgeable, supportive contributors to their children's education, and are provided a variety of opportunities to be authentically engaged in all levels of the education system.

Values

Respect: For all individuals within the Association, for diverse views and beliefs, for education partnerships.

Honesty and Truthfulness: In dealings with members and one another, in open, clear communication, in dealings with partners.

Integrity: In all endeavours, to operate above reproach in actions and in words, in building trust and trustworthiness.

Teamwork: In working together for common good, within and between ASCA Board of Directors and staff, with the membership, with education partners.

Principles

The ASCA will adhere to and support its values by being adaptable, responsive, responsible, and collaborative in all its dealings.

Mandate

As a province-wide organization of school councils, ASCA:

- Brings the parental perspective on education issues to government and others;
- Provides resources and support to enhance school council effectiveness;
- Promotes the involvement and engagement of parents in education, primarily through school councils;
- Works with other education organizations and government to promote excellence in public education;
- Provides well-researched and timely information on education to school councils.

Board of Directors - Overview

A board of directors is a recognized group of people who jointly oversee the activities of an organization.

A board's powers, duties, and responsibilities are determined by government regulations and the organization's own constitution and bylaws. These authorities specify the number of members of the board, how they are to be chosen, and how often they are to meet.

A board of directors conducts its meetings according to the rules and procedures contained in its governing documents.

In an organization with voting members, the board is accountable to the organization's full membership, which vote for the members of the board.

In membership organizations, such as a society made up of members advocating a certain cause, the board of directors has the responsibility of directing the organization in between meetings of the membership, such as the annual general meeting.

The board of directors appoints an executive director (to manage the daily affairs) and sets out the overall strategic direction of the organization.

Typical duties of boards of directors include:

- governing the organization by establishing broad policies and setting out objectives
- selecting, appointing, supporting, and reviewing the performance of the executive director
- ensuring the availability of adequate financial resources
- approving annual budgets
- accounting to the stakeholders for the organization's performance

A **Director** is a person elected or appointed to serve on the board of an organization.

A **fiduciary** is an individual or organization who has a legal duty to act in the best interest of someone else.

Directors are fiduciaries and are legally obligated to represent the interest of the members in directing the affairs of the organization.

As fiduciaries, directors must not allow their personal, volunteer, or professional interests and duties to conflict with the legal (fiduciary) duties and responsibilities that they owe to the organization.

Directors' fiduciary duties are to the organization, and not to individual members, employees, or investors:

- Directors must remain loyal to the organization and avoid conflicts of interest.
- Directors must display a high standard of care, skill, and diligence.
- Directors must act in good faith to promote the success of the organization.

Directors' responsibilities are a series of common and equitable obligations owed primarily to the organization that appoints them and are a central part of organizational governance and sustainability (responsible planning and management of resources). ASCA's board operates as a *governance board*.

ASCA's expectations for Directors' responsibilities include:

- **bringing a degree of knowledge and experience that will be of value to the ASCA Board**
- **being team-oriented and prepared to pursue decisions in a collegial and professional manner**
- **being known within their own community as committed, principled, and dedicated individuals**
- **actively participate in the identification and pursuit of funding sources for the organization.**

Composition of the ASCA Board (*positions, eligibility, terms of office*)

President (1)

- Two (2) year term, maximum of two consecutive terms, position election is every second year in even-numbered years
- To run for President, a candidate must have served a minimum of one (1) two (2) year term on the current Board in an elected position
- Duties include:
 - Supervise the affairs of the Board;
 - When present, chair all meetings of the Association, and the Board;
 - Mentor the Vice President;
 - Act as the spokesperson for the Association; and
 - Carry out other duties assigned by the Board.

Vice President (1)

- Two (2) year term, maximum of two consecutive terms, position election is every second year in even-numbered years
- To run for Vice President, a candidate must have served a minimum of one (1) year of a two (2) year term on the current Board in an elected position
- Duties include:
 - Will preside at meetings in the President's absence;
 - Replace the President at various functions when asked to do so by the President or Board;
 - Aid the President and undertakes other duties assigned by the President or Board.

Director (up to 8)

- Two (2) year term, maximum of three (3) consecutive terms, up to five (5) positions available elected depending on the year
- Duties include:
 - Attend and meaningfully participate in all Board and Committee meetings;
 - Aid the President and undertake tasks assigned by the President or Board;
 - Fulfil other duties designated by the Board.

A President and Vice President are elected at every second AGM (*even numbered years*). Up to eight Directors are elected at the AGM to the Board for two-year terms, with three (3) normally elected in even numbered years, and 5 (five) in odd numbered years.

To run for a position as President, Vice President, or Director, a candidate must be from an ASCA Member School Council in good standing and the candidate cannot be in a conflict of interest position. The same applies to a candidate wishing to be appointed to a vacancy.

To run for a position as President, Vice President or Director, a candidate must disclose to the membership his/her affiliation and/or employment with or in another education organization.

Individual Parent, Honourary Life and Associate Members are not eligible to run for President, Vice President, or Director.

Position Information (*requirements, expectations, commitment*)

- Volunteer, unpaid position (no remuneration or honorarium for time)
- Board member expenses, including travel costs, meals and/or accommodations, may be reimbursed with prior approval by the Board.
- Commitment for Appointed Board Members will be through to the 2026 ASCA AGM in April. At that time, Appointed Board Members may choose to nominate for a minimum one or two-year-time commitment, depending on position filled.
- Travel may be required, weekend and evening work, year round
- Use of digital technology is required - office software, internet use, email, etc.
- A personal computer, or similar device, is required
- Knowledge of financial basics, meeting etiquette, business concepts
- Ability to work well with others, respect/consider alternate points of view, consensus building
- Work in a political environment, setting aside personal or partisan views, for the good of the whole
- Committed to learning, development, transparency, and integrity
- Believe in the mission, share the values, protect the reputation of ASCA
- Prepare and participate actively in meetings, events representing ASCA
- Agree to and abide by the Oath of Office, the Confidentiality Agreement, the ASCA Director Code of Conduct, and the Social Media Conduct guidelines

Meetings of the Board, Committees and Preparation (*time commitment, efforts, annual schedule*)
Approximate time commitment = 10 – 20 hours per month on average, more in the 4 months preceding the conference and AGM.

Board Meetings are held exclusively using a virtual meeting platform. An exception may be made for the Board Meetings immediately preceding the Annual Conference, and immediately following the AGM, if those events permit in-person attendance. Business items to be covered at each Board Meeting are specified in the [Board of Directors Work Plan](#), which is reviewed and approved each March, and affirmed after the installation of the new Board in May or June.

The Board meets over a weekend six (6) times per year, **Saturday from 8:00 a.m. – 5:00 p.m. and Sunday from 8:00 a.m. – 1:00 p.m.** Those meetings may include the preceding Friday evening if required.

*An Orientation for new Appointed Board Members will be held prior to the September board meeting.

Shorter meetings may be held every month in which a weekend Board Meeting is not scheduled (4 - 6), generally mid-week, in the evening, for two or three hours each. The Board does not meet during July unless necessary.

The Annual Conference and Annual General Meeting of the ASCA is once per year held on the third or fourth weekend of April, for three (3) full days and evenings, encompassing the conference event (Fri, Sat, Sun). Brief Board meetings are held pre-conference and post-AGM. If necessary for the Annual Conference and Annual General Meeting to be virtual, length of event and meeting schedule may be varied.

Committee meetings: It is an expectation Directors will participate on 1- 2 committees of the Board, involving approximately 2 – 4 hours per month working with a smaller group on a specific topic.

Additional hours of effort include preparation and reading of Board Meeting materials, newsletters, email correspondence, bulletins, media clips, local news, current events, and Conference/AGM preparation in the months of January - April.

Representing the ASCA on government/education committees, at presentations/meetings, as well as attending local, school, community or political events is also a potential time consideration.

Nomination Appointees Process and Procedures

1. Nomination papers* may be submitted at any time, during an open appointment term.
2. There is no maximum number of nominations accepted.
3. All appointees, including those who may have previously served on the Board, will be invited to, and expected to attend, a virtual Candidate's Information session, hosted by the current ASCA Board of Directors, prior to confirmation of appointment.
New Director's information will be disclosed to the Membership once appointment is confirmed.
4. The Nomination Package includes a *Candidates Questionnaire*, not a bio (all answering the same questions), which will be submitted and shared with the Board for consideration.

5. Candidates previously on the Board will answer the questionnaire with additional questions regarding their work, accomplishments/contributions to the ASCA in their position.
6. If there are an equal number of, or more, candidates declared for an available vacancy on the Board, the Board will decide on the applicant(s) for the available position(s).
7. While there may be equal number of, or fewer, candidates declared for an available vacancy on the Board, the Board may decide not to confirm all candidates.

**** A candidate must disclose to the ASCA Membership their affiliation with and/or employment in an organization that may be perceived as a conflict of interest (political, educational, etc.).***

NOTE * Nomination papers include the *Candidates Questionnaire* and the *Nomination Form*, to be submitted electronically **ONLY - by email, using the forms provided.**

Nomination Appointee Process

- The opening date for nominations for Appointed Directors to fill vacancies will be in the month of June.
- The nomination close date is July 25, 2025.
- Candidate Information Session(s) will be held as deemed suitable prior to nomination close date.
- Candidates for vacant positions will be evaluated as received to parents@albertaschoolcouncils.ca by the Executive of the Board, with candidates being presented to the ASCA Board of Directors at their August 27, 2025 meeting for appointment to the Board.
- Successful candidates would be required to attend an orientation in advance of, and also be prepared to attend, the September 20-21, 2025 board meeting.

ASCA Board Members' Oath

Taking the oath acknowledges commitment to the role on the Board, and dedication to representing the vision and mission of ASCA.

Do you believe in, and promise to:

- Work diligently to promote the essential role parents play in public education.
- Work to ensure education decision-making is made in the best interests of Alberta's students.
- Remember that Alberta School Councils' Association is more important than any one individual in it.
- Understand and act according to the constitution, values, mission, vision, bylaws, and governance policies of the Association.
- Promote the advocacy policies and objectives of the Alberta School Councils' Association

CANDIDATES QUESTIONNAIRE for Prospective Board Members 2025

Please note – there is a 100-word limit on all answers.

Name: _____

1. Why do you wish to serve on the ASCA Board of Directors?

2. What is your school council experience?

3. How will your greatest strength help you perform as a board member?

4. What do you see as the top priority or challenge for K-12 parents in the province?

5. Give an example of how you have dealt with differing perspectives:

6. Have you reviewed the time commitment required to be a Director? Yes ☐
How do you see yourself balancing your professional and personal life to manage the duties and expectations of an ASCA Board member?

7. Do you have affiliations/involvement that may affect/influence your performance as a Board member or be perceived as a conflict of interest? (e.g. family, political, volunteer, employment, etc.)

8. On which social media platforms do you have a profile or presence, in either your own name, a business/organization name, or an alias? (LinkedIn, Facebook, Twitter “X”, Instagram, etc.)

9. Please provide all social media profile or presence usernames, addresses, and links.
Failure to disclose all accounts for which you have a recognizable online presence may result in your disqualification as a candidate.

10. What do you view as the purpose for social media?

11. What makes you an ideal candidate for the position?

Additional CANDIDATES QUESTIONS for Previous Board Members

How has the ASCA Board been successful because of your work on the Board?

How did your preparation and attendance impact your contribution to the Board?

What have you learned during your time with the Board, and what will you do with that experience moving forward?

NOMINATION FORM for ASCA Board of Directors BY APPOINTMENT (2025)



Candidates must be a parent of a student enrolled in a school whose school council is an ASCA Member in good standing. Appointments will take place during the summer of 2025. Submit completed Nomination Form and Candidates Questionnaire only via email to **ASCA Board Nominations** at parents@albertaschoolcouncils.ca by **5:00 pm on Friday, July 25, 2025**. Candidate information will not be posted prior to appointment but will be shared after confirmation.

Candidates will be contacted prior to their Appointment by ASCA representatives regarding their decision to apply for a position on the Board of Directors. Successful applicants will be expected to attend an orientation meeting, virtually - potentially scheduled for the last weekend in August.

Board positions available for Appointment in 2025:

Indicate desired position ✓ and alternate(s) (*declare intention to run for an alternate position, if unsuccessful with initial bid*)

Director {Appointment} 1 Yr. (6 Positions) ☐ (Term expires April 2026)

Candidate Name: _____

Candidate Address: _____

Candidate Phone: _____

Email: _____

Candidate ASCA Member

School Council Name: _____

Town/City: _____

Candidate: Do you have **any** affiliations/involvement that may affect/influence your performance as a Board member or be perceived as a conflict of interest? (e.g. political, employment, family, etc.) No ☐ Yes ☐ If Yes, please provide details:

Nominator Information

(1 required)

Nominator Name

Nominator Member School

Council Name: _____

Town/City: _____

Nominator Signature: _____

Equivalent as printed

I acknowledge I will be invited to, and expected to attend, a virtual ASCA Board of Director Information session, prior to being appointed to the Board (initial): _____

I acknowledge I will be invited to, and expected to attend, a virtual ASCA Board of Director Orientation session, once being appointed to the Board (initial): _____

Candidate Declaration: I have read the **complete Information Package** and understand the eligibility, time commitment, and requirements to serve on the ASCA Board of Directors. If I am appointed to a position on the ASCA Board of Directors, there are no circumstances at this time that will prevent me from **fully** assuming my position on the Board and supporting the mandate of the organization. I will commit the time specified in the Information Package. I understand that any misrepresentation of my abilities and/or availability to fulfill my duties as a Board member may result in my removal from the ASCA Board of Directors.

Applicant Signature (equivalent as printed): _____