

## **ALBERTA LAW FOUNDATION BOARD OF DIRECTORS**

### **About the Foundation**

The Alberta Law Foundation was established under the *Legal Profession Act*, effective April 1, 1973. It is the recipient of the interest which financial institutions pay on clients' funds held in lawyers' pooled trust accounts. The interest together with other income is made available by the Foundation to organizations engaged in activities which are considered to be in keeping with the Foundation's objects, usually in the form of grants.

The objects of the Foundation, as set out in the *Legal Profession Act*, are:

1. Conducting research into and recommending reform of law and the administration of justice.
2. Establishing, maintaining, and operating law libraries.
3. Contributing to the legal education and knowledge of the people of Alberta and providing programs and facilities for those purposes.
4. Providing assistance to native people's legal programs, student legal aid programs, and programs of like nature.
5. Contributing to the costs incurred by the Legal Aid Society of Alberta to administer a plan to provide legal aid.

The Foundation Board has adopted four Organizational Ends to guide its work:

- I. The law and the administration of justice reflect Albertans' current values.
- II. Albertans are aware of and understand the law and their legal rights and obligations.
- III. Albertans can effectively exercise their rights under the law.
- IV. The Foundation excels as an organization that identifies and addresses key justice sector issues and concerns.

### **About the Board**

The Board of the Foundation is comprised of seven Directors, three appointed by the Minister of Justice & Solicitor General, two by the Law Society of Alberta and two by the other Directors.

The Board of Directors is responsible for:

- Developing and approving policy matters of the Foundation;
- Organizational planning and development;
- Strategic planning;
- Supervising the management and administration of the general affairs of the Foundation;
- Appointing and determining duties, remuneration and performance evaluation of the Executive Director;
- Preparing for, travelling to and attending all Board meetings;
- Overseeing the Finance, Audit and Risk Management functions of the Foundation;
- Reviewing and making decisions on grant applications;
- Overseeing the preparation of the Foundation annual report;
- Overseeing investment and management of Foundation funds;
- Board succession planning; and
- Ensuring the competencies required of directors are represented on the Board.

## About the Director Position

### Appointment

The current position to be filled will be appointed by the Benchers of the Law Society of Alberta. Pursuant to the terms of the *Legal Profession Act*, the candidate must be a member of the Law Society of Alberta who is not a Bencher.

### Qualifications

Relevant qualifications and competencies for this position include:

- A background in one or more of the following areas: Law and the justice system, social work, psychology, sociology, counselling or another area of human services, working with indigenous communities, law enforcement, corrections, or education;
- The ability to review and analyze grant applications, budgets, financial statements and annual reports;
- An understanding of non-profit program design, development, delivery and evaluation;
- An understanding of public legal education and various modes of delivering information;
- An awareness of the legal and related needs of vulnerable populations;
- Experience on non-profit boards and/or committees or related volunteer experience in the areas of governance, strategic planning, human resources, or risk management.

### Expectations

Full attendance and participation is required for the five regular Board meetings each year, including the annual planning meeting. Board meetings take place in Edmonton, Calgary and other locations in Alberta. There is substantial material to review prior to meetings. Meetings are usually held on a Sunday and Monday.

This appointment is for a term ending the day of the first meeting of the Benchers in the year following the next regular election of Benchers (February 2021). This position may be eligible for re-appointment at the end of the term. No salary is available with this position. However, Directors are entitled to receive an honorarium from Alberta Justice for their services unless they are employed by the Government of Alberta. Directors are reimbursed by the Foundation for reasonable travel and living expenses incurred in the course of duties as Director of the Foundation.

**To apply, please send your expression of interest, along with your resume, to [Elizabeth J. Osler](#), Chief Executive Officer and Executive Director by April 3, 2019.**