

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's Strategic Plan 2017-20 incorporates 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;
- Board succession planning;
- Ensuring the competencies required of directors are represented on the Board;
- Overseeing the management and administration of the general affairs of the Foundation;
- Executive Succession planning;
- Appointing and determining duties, remuneration and performance evaluation of the Executive Director;
- Overseeing the Finance, Audit and Risk Management functions of the Foundation;
- Overseeing investment and management of Foundation funds;
- Reviewing and making decisions on grant applications;
- Overseeing the preparation of the Foundation annual report; and
- Preparing for, travelling to and attending all Board meetings.

The Foundation values diversity of all kinds including geographical area of Alberta, ethnicity, gender, experience and skill. We seek a board that reflects the diversity of our province and the communities we serve.

About the Director Position

The current director position to be filled will be appointed by the other directors on the Board. According to the terms of the *Legal Profession Act*, the individual to be appointed to this position may not be a member of the Law Society of Alberta.

Qualifications

Relevant qualifications and competencies for this position include:

- A background in finance, accounting or business with knowledge of auditing and institutional investment principles and strategies (a professional accounting designation is preferred);
- An understanding of the construction and purpose of a Statement of Investment Policy and Procedures;
- Experience on non-profit boards and/or committees or related volunteer experience in the areas of finance, risk management, governance, strategic planning, or human resources;
- 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; and
- An awareness of the legal and related needs of vulnerable populations.

Expectations

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

In addition, it is anticipated that this position would act as Chair of the Finance, Audit and Risk Management (FARM) committee, the mandate of which includes:

- Reviewing with management annual operating budgets, operating results and any new business operating plans, and providing input to the Board;
- Ensuring that management has in place adequate internal financial controls and procedures;
- Leading the annual review of the Foundation's Statement of Investment Policy and Procedures and monitoring of the outside Investment Manager;
- Overseeing the annual external audit and making recommendations to the Board; and
- Providing expertise to assist the Board in discussions on insurance and risk management strategies, including an annual review of all such policies and strategies.

Term and Compensation

This appointment is for a term of two years, effective February 1, 2020, and may be eligible for re-appointment at the end of the term. No salary is available with this position, however, directors receive an honorarium 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 submit your expression of interest (including a resume and cover letter explaining why you are interested and what you believe you can bring to the board), to dduncan@albertalawfoundation.org.

CLOSING DATE: AUGUST 15, 2019

All applications will be reviewed to determine which candidate's education and experience best meet the needs of the position. Only individuals selected for an interview will be contacted. Final candidates for this position may be asked to undergo a Police Information Check.

Further Information

Website: www.albertalawfoundation.org

Executive Director: Deborah Duncan 403-264-4701 ext 2, dduncan@albertalawfoundation.org