

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

### **About the Foundation**

The Alberta Law Foundation (the 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 non-profit 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 Indigenous 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.

In 2020, the Board adopted a strategic plan, which articulated three high-level goals:

1. Invest in sustainable and effective initiatives that have a demonstrable impact for Albertans navigating the justice system in Alberta.
2. Build sector capacity by being a resource and community convener in the justice sector.
3. Demonstrate leadership through a culture of inclusivity, communication and collaboration.

### **About the Board**

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

The Board is responsible for:

- Developing and approving policy matters of the Foundation;
- Strategic planning;
- 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 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 Board. According to the terms of the *Legal Profession Act*, the individual to be appointed must be a member of the Law Society of Alberta. Candidates that reside or work outside of Edmonton and Calgary are strongly encouraged to apply.

### Qualifications

Relevant qualifications and competencies for this position include:

- A background in law and an active member of the Law Society of Alberta;
- 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, finance, human resources, and/or risk management.

Specific qualifications and competencies sought at this time include:

- Lived experience as a member of an underrepresented community or experience working with and as an ally for persons from an underrepresented community;
- Research and best practices in outcomes and performance evaluation and needs assessment methodologies;
- Human resources, including experience in the development of human resource policies, executive performance appraisals, and compensation, benefits and related trends;
- Experience in communications and/or public, media and government relations.

### 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 of two years and 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 a Director.

### **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:

**Byron Chan, Executive Director**  
[bchan@albertalawfoundation.org](mailto:bchan@albertalawfoundation.org)

**CLOSING DATE:           September 15, 2023**

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