



## Organization Overview

Alberta Law Libraries (“ALL”) is a not-for-profit organization that supports the administration of justice, and access to justice for all Albertans, through a provincial law library network comprised of 18 libraries in 11 locations. ALL manages a comprehensive collection of primary and secondary legal resources, in print and electronic media, and provides reference and legal research services to the judiciary, Crown prosecutors, lawyers and public. ALL provides library materials, required for the purposes of research, review, private study and criticism, as well as for use in court, tribunal, legislative and government proceedings.

### ALL’s Mission & Values

**Mission:** To be your legal information navigator.

**Vision:** To connect you to the world of legal information in an open and innovative environment. When you need it. How you need it.

**Mandate:** We are a human organization, dedicated to promoting and serving the administration of justice through client-centered activities and empowering stakeholders with legal information. We are committed to transforming ALL into a dynamic and comprehensive legal information portal accessible to all Albertans. We provide choice, customizing legal information services to the specific needs of our stakeholders. We are an integral and active part of our communities, reaching out to our stakeholders beyond the walls of the libraries.

## The Role

### Board Directors

The operation of ALL is governed by a Board of Directors (the “Board”) appointed by the Law Society of Alberta (“LSA”) and the Minister of Justice and Solicitor General (“JSG”). The Board is responsible for oversight of the management of the library resources, overseeing the operation of ALL, strategic and business planning, setting policies and procedures for Board governance, approving an annual budget for the operation of ALL, and operating ALL within the funding received.

Specific responsibilities of all Directors include:

- Strategic planning and evaluation;
- Governance and legal oversight;
- Resource management;
- Operations oversight;
- Financial and risk management; and
- CEO performance management and succession planning.



## The Candidate

### Core Competencies

The LSA and JSG are currently recruiting for four (4) new Directors of the Board. Appointments will be for either a 2-year or a 3-year term, and may be renewed for a second term. Board Directors must be available to attend a minimum of four meetings per year. This includes preparation for and participation in meetings, and may in some circumstances require travel. ALL seeks to develop a Board whose Directors possess and demonstrate a strategic combination of personal attributes, expertise, social capital, competencies and occupational backgrounds.

The following experience and skills are desired for the role:

- 5+ years of previous Board experience (not-for-profit, public or corporate setting);
- Board governance and strategic planning experience;
- Business management experience;
- Financial/risk management experience;
- Leadership/teamwork skills;
- Critical thinking/problem solving skills; and
- A resident of Alberta.

The following professional backgrounds would be preferable for balanced Board composition:

- Accounting/Finance;
- Human Resources;
- Marketing/Communications/Public Relations;
- Library Management/Information Technology; or
- Social Justice.

### Personal Characteristics

- Team player contributing to positive and constructive discussions;
- Engaged, committed, highly reliable and able to prioritize and adhere to strict timelines;
- Strong communicator with excellent written and oral skills;
- Strategic thinker with innovative ideas and big picture perspective;
- Passion for education and community building; and
- Integrity and loyalty to organizational mandate and goals.



## Contact

Applicants may express their interest by kindly forwarding along a covering letter linking the requirements of the foregoing position description to your background and a current resume.

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