

## **Appendix B.2.2: ALP Director Position Description**

ALP directors are valued volunteers who are willing to invest their time and experience to advance the sheep industry. Directors assume the responsibility of representing the interests of hundreds of hard-working people and have an opportunity to make a significant difference in their industry.

### **Benefits**

Being a director affords producers the opportunity to work with like-minded people to advance the Alberta sheep industry. Directors have an opportunity to apply their talents, while developing new skills that will enhance director performance and can be applied to other personal and professional endeavours. Benefits include:

- a) Enhancing communication, leadership, and decision-making skills.
- b) Gaining knowledge of analysis, direction setting, research, solution design, strategic and business plans, advocacy, public speaking, ALP governance and communications training.
- c) Expanding knowledge of the sheep industry and seeing individual operations in a national and international context.
- d) Opportunities to meet other leaders and to represent the industry provincially and nationally, in multi-species groups, throughout the value chain and with government.

### **Authority / Accountability**

Under provincial regulations, the directors are granted the authority to manage and oversee all aspects of the ALP's operations. Under director oversight, much of the day-to-day operations are delegated to hired employees. The directors are legally accountable for ensuring proper stewardship of ALP's financial resources and providing services to the Alberta sheep industry.

### **Key Responsibilities and Duties:**

- a) Develop ALP's strategic plan to set objectives and priorities based on the ALP's mandate to generate, assemble and implement ideas to enhance the sheep and wool industry.
- b) Assume legal responsibilities inherent to directors in overseeing all aspects of operations, actions and financial management.
- c) Provide a unified voice for the Alberta sheep industry, and support ALP decisions once they have been made.
- d) Be knowledgeable of and abide by applicable provincial regulations and ALP-set policies (including expectations regarding confidentiality, general conduct and conflict of interests), understanding that non-compliance may result in removal from office as a director.
- e) Help establish, review and monitor ALP established policies.
- f) Provide a communication link between producers and ALP.
- g) Properly prepare for and participate in all ALP matters, including meeting expectations for communication and meeting preparation (see 'Time Commitments' below).
- h) Listen to other views, advocate personal ideas, and be open to compromise.
- i) Potentially contribute to the work of ALP as an officer or member of a committee.
- j) Be an ambassador for ALP in the wider community.

- k) Be informed about issues affecting the sheep industry provincially and nationally.

### Qualifications

The following are considered key position qualifications:

- a) Must meet eligibility requirements according to ALP Plan Regulation (i.e. own sheep and have paid an ALP service charge in the past two years).
- b) Ability to devote sufficient time to director duties (see below).
- c) Openness to learning and working with others to achieve ALP’s mission and strategic directions.

### Remuneration

The director position is essentially a volunteer position. However, the following compensations are made:

- a) Per diem paid for time spent at in-person meetings
- b) Annual compensation for time spent on conference calls (two per diems) and for office supplies
- c) Reimbursement for out-of-pocket expenses to attend in-person meetings

### Time Commitments

Commitment	Time Expectation <sup>1</sup>
Position term	Two-year term (may be renewed twice, for a total of six consecutive years)
In-person meetings <sup>2</sup> (most often held in Airdrie, Alberta)	Typically, 3 times/year 1.5 to 2 days (3 days on rare occasions)
Tele/video conference calls <sup>2</sup>	Approximately bi-monthly, between in-person meetings 1 to 2 hours
Fall annual general meeting <sup>2</sup>	1-2 days, once/year
Meeting preparation	As required, typically from 1- 4 hrs/meeting
Emails regarding ALP matters, a response is expected within 48 hours	As required, typically from 1-4 hrs/week
Communicating with producers	As required, typically from 0-2 hr per week
All new directors participate in an orientation session. Other training sessions may be required during a director’s term (e.g. governance)	Orientation session: 4-6 hours Other training: approximately once/year

<sup>1</sup> Estimated times are for directors. Executive positions, such as the chair, vice-chair or finance chair, and committee members assume greater responsibilities.

<sup>2</sup> Meeting dates are pre-set once per year to allow directors to plan ahead.

For more information about becoming an ALP director, please contact the ALP office (403-948-8533, [info@ablamb.ca](mailto:info@ablamb.ca)) or visit [www.ablamb.ca](http://www.ablamb.ca) for director contact information.

We look forward to working with new directors who are committed to achieving ALP's mission of 'Empowering the sheep industry through education, innovation and advocacy'.