

Volunteer Opportunity: Board of Directors

Legal Education Society of Alberta

The Legal Education Society of Alberta (“LESA”) was founded in 1975 to serve the Alberta legal community. As the primary provider of continuing legal education in the province, we serve the spectrum of educational and professional development needs by delivering high-quality educational programs and resources. We strive to lead the way in corporate culture by valuing our greatest asset—our people. Combining in-depth knowledge with cutting-edge technology, we aim to provide engaging experiences that meet the diverse needs of legal professionals throughout Alberta.

LESA is seeking to fill 3 vacancies on the Board of Directors for the upcoming term, commencing September 2023.

THE BOARD OF DIRECTORS

LESA is a society incorporated under the *Societies Act* and is composed of members appointed at the Annual General Meeting, held in September. Every member of LESA is also a Director of the Board.

The Board of Directors is charged with general oversight of LESA’s operations, providing high level strategic direction and insight. The Board monitors the financial affairs and general operation of LESA through reporting by the Executive Director, the Executive Committee, and the Society’s auditors. The Board of Directors is responsible for hiring an Executive Director to implement the board’s policies and manage LESA. The Board of Directors is comprised of lawyers and non-lawyers.

The Board is responsible for approving:

- LESA’s mission, vision, and values;
- The annual business plan;
- The annual budget and financial statements; and

- Policies for matters involving organizational, financial, or reputational risk (for example, the Code of Conduct and Ethics).

Term

Members are appointed for a three-year term and are eligible for reappointment for one additional three-year term. The officers of LESA consist of a Chair, a Vice Chair, a Treasurer, and the Past Chair. Officers form LESA's Executive Committee and are appointed for a one-year term.

Meetings of the Board

The fiscal year of LESA runs from July 1 – June 30. The Board holds four regular meetings each fiscal year:

- A meeting in September held in-person in Calgary
- A meeting in November held by video conference
- A meeting in February held by video conference
- A meeting in June held in-person in Edmonton

Board members are required to sit on at least one of LESA's Finance or Governance Committee. Committees meet by video conference four times per year.

Time Commitment

The time commitment required of Board members is approximately five to ten hours per quarter to prepare for and attend Board and Committee meetings. Additional time may be required for other Board and Committee related activities.

Compensation

This is a volunteer position and Board members are not eligible for remuneration. Expenses related to participation in Board meetings and Board duties, including mileage, are reimbursed.

QUALIFICATIONS

LESA is committed to a Board that includes members with the following competencies, relevant to our organization's mission, vision, and values:

- Adult education



- Business planning
- Change management
- Finance
- Human resources
- Marketing and communications
- Non-profit Board governance
- Risk management
- Strategic planning
- Technology

Please identify which of the above competencies apply to you in your application.

This position is open to both lawyers and non-lawyers. Experience within the legal profession is an asset but not required.

LESA is committed to an equitable, diverse, and inclusive organization. We welcome applications from all qualified persons. We encourage women; First Nations, Metis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and LESA to apply.

Application Process and Timeline

Please email a statement of interest as well as your resume to careers@lesa.org with the subject line "LESA Board". Your statement of interest should identify which of the above-noted competencies are relevant to your skills and experience and let us know how you can contribute to LESA in your role as Board member.

This posting will remain open until May 1, 2023. We will only contact those candidates who are selected for an interview. Candidates selected for an interview will be contacted in June.

