

Edmonton and District Historical Society (EDHS)

Job Description – Vice President (and Board Director)

The EDHS is seeking an individual to serve as Vice President, with an aim to taking over as President in one (or two) years from the time of joining the Board at the forthcoming AGM in April 2020.

Society background:

The Edmonton and District Historical Society (EDHS) is a non-profit, charitable society with a mandate to promote, preserve, and celebrate the history of Edmonton and the surrounding district. We've been around since 1907. We began as the seat of the Historical Society of Alberta (HSA). When the HSA was reorganized in 1958, Edmonton became the Amisk Waskahegan Chapter of the HSA. We were renamed the Edmonton and District Historical Society, incorporated as an independent society, on October 1, 1991. Please see the Society website for specific details relative to the organization's activities, bylaws, and most recent annual report: www.historicedmonton.ca

The EDHS is run by a voluntary working board, comprised of eleven (11) individuals: four executive positions – President, Vice President, Secretary and Treasurer; six Directors; and a Past President.

Terms:

Terms are typically two years, however, elections of Executive members and Directors are offset to ensure overlap in all positions and to help with continuity and succession planning. Individuals are eligible to serve a maximum of four years in an Executive role, and a total of eight years on the Board. All positions are voluntary, and only pre-approved expenses are reimbursed; there are no other forms of remuneration.

Responsibilities:

The responsibilities of the Vice President are as follows:

- Fulfil the role of President when the President is absent or unable to act
- Perform such other duties as requested by the President and required by the members or the Board
- Gathers information and submits report for the Provincial society's (HSA) annual Alberta Historical Management Branch grant submission

- Serves on the historic festival organizing committee
- Regularly attend monthly Board meetings (no meetings in July and December)
- Attend as many activities and presentations as is feasible (Historic Edmonton/Doors Open Festival launch, Speaker's Series, AGM, annual dinner and annual bus trip)
- Attend budget preparation and deliberation meetings and any Executive meetings called by the President and/or Executive members
- Attend any General or Special meetings called to address stated specific issues as set forth in the Society's bylaws

Skills:

- Prior Board experience is required; experience chairing meetings would be an asset.
- Ability to work with a diverse group of individuals with varying backgrounds and skill sets
- A general understanding of the history of the metro-Edmonton region and a desire to preserve, promote and explore that history, with an aim to educating the general citizenry and school age children of the area
- General understanding of the role of Government and other agencies in the preservation and promotion of history and heritage would be helpful
- Must be familiar with financial documentation such as comparative income statements, balance sheets, and budgets. Experience making budgets would be an asset.
- Ability to assess circumstances and issues and plan strategically, ensuring that new and ongoing projects, as well as governance issues are dealt with appropriately.
- Good communication skills and at ease speaking publicly, to the membership of the Society, general public and media.
- Capacity to collaborate with other historical and heritage agencies.
- Specific skills or credentials such as accounting, law, banking and finance, writing, etc. would be an asset coming into the role and for the Society as a whole.

Time Commitment

- Between meetings and projects, the Vice President can expect to spend 10-20 hours a month on board activities.

- Given the Board structure, and the fact that this position will transition into President, then Past President, EDHS is seeking a candidate who can make a 5-6 year commitment.

To Apply

To apply, please send a letter of interest and a resume or CV to info@historicedmonton.ca and include Vice President in the subject line.

This position will remain open until the April 2020 AGM or until filled.