



Executive Committee Memorandum

To: Wildrose Members

From: Executive Committee

Date: January 30, 2016

Re: E C Vacancies - VP Fundraising, Provincial Directors - North, Central, South and Calgary

The Executive Committee (“EC”) of the Wildrose Party is seeking candidates interested in filling five vacant positions: Vice President Fundraising, one Provincial Director in Northern Alberta, one in Central Alberta, one in Southern Alberta and one in Calgary. The term for these positions will expire at the 2016 Annual General Meeting. The Party Constitution permits the EC to fill vacant Executive Committee positions between Annual General Meetings of the Party.

Attached are position descriptions outlining some of the duties and expectations for these positions.

In addition, the successful candidates should be prepared to join other EC members on various special committees and projects not necessarily related to their duties, as they arise and, as determined by the EC.

The successful applicant must:

1. Be a member in good standing with the Party;
2. Be prepared to make the **volunteer** time commitment associated with the position;
3. Be prepared to sign and abide by the Executive Committee Code of Conduct.
4. Provincial Director candidates must reside in one of the constituencies in the zones listed below.

Provincial Director - North

Athabasca-Sturgeon-Redwater

Barrhead-Morinville-Westlock

Bonnyville-Cold Lake

Dunvegan-Central Peace-Notley

Fort McMurray-Conklin

Fort McMurray-Wood Buffalo

Grande Prairie-Smoky

Grande Prairie- Wapiti

Lac La Biche-St. Paul-Two Hills

Lesser Slave Lake

Peace River

Spruce Grove-St. Albert

St. Albert

Whitecourt-Ste. Anne

Each Zone has two Provincial Directors, so the CAs are split between them. Ideally, the successful candidate lives in a constituency on the west side of this zone. Please see map of Alberta constituencies at http://www.elections.ab.ca/wp-content/uploads/ALBERTA_13x21.pdf

Provincial Director - Central

Battle River-Wainwright	Leduc-Beaumont	Stony Plain
Drayton Valley-Devon	Red Deer-North	Strathcona-Sherwood Park
Fort Saskatchewan-Vegreville	Red Deer-South	Vermilion-Lloydminster
Innisfail-Sylvan Lake	Rimbey-Rocky Mountain House-Sundre	West Yellowhead
Lacombe-Ponoka	Sherwood Park	Wetaskiwin-Camrose

Each Zone has two Provincial Directors, so the CAs are divided between them. Ideally, the successful candidate lives in a constituency in the north-west part of this zone. Please see map of Alberta constituencies at http://www.elections.ab.ca/wp-content/uploads/ALBERTA_13x21.pdf

Provincial Director - South

Airdrie	Drumheller-Stettler	Livingstone-Macleod
Banff-Cochrane	Highwood	Olds-Didsbury-Three Hills
Cardston-Taber-Warner	Lethbridge-East	Medicine Hat
Chestermere-Rocky View	Lethbridge-West	Strathmore-Brooks
Cypress-Medicine Hat	Little Bow	

Each Zone has two Provincial Directors, so the CAs are divided between them . Ideally, the successful candidate lives in a constituency in the south side of this zone.. Please see map of Calgary constituencies at http://www.elections.ab.ca/wp-content/uploads/CALGARY_11X17.pdf

Provincial Director - Calgary

Calgary-Acadia	Calgary-Fort	Calgary-McCall
Calgary-Bow	Calgary-Glenmore	Calgary-Mountain View
Calgary-Buffalo	Calgary-Greenway	Calgary-North West
Calgary-Cross	Calgary-Hawkwood	Calgary-Northern Hills
Calgary-Currie	Calgary-Hays	Calgary-Shaw
Calgary-East	Calgary-Klein	Calgary-South East
Calgary-Elbow	Calgary-Lougheed	Calgary-Varsity
Calgary- Fish Creek	Calgary-Mackay-Nose Hill	Calgary-West
Calgary-Foothills		

Each Zone has two Provincial Directors, so the CAs are split between them . Ideally, the successful candidate lives in a constituency in the south side of this zone.. Please see map of Calgary constituencies at http://www.elections.ab.ca/wp-content/uploads/CALGARY_11X17.pdf

If you don't know which CA you live in, go to: <http://streetkey.elections.ab.ca/>

Important Notes:

These are volunteer, unpaid, positions. Some minimal reimbursement for travel may be available under a discretionary EC Expense Policy.

1. The EC meets every month by phone (minimum 2-3 hours) and every two to three months in person. You will be expected to make best efforts to attend all meetings, including in person meetings. Additionally, Provincial Directors will be expected to attend and report at Provincial Directors meetings chaired by the Vice-President Membership.
2. Provincial Directors will be expected to make best efforts to attend annual general meetings and board meetings of the constituencies for which they are responsible, and report on.
3. Estimated volunteer time commitment is between 15-30 hours per month.

How to Apply:

Interested applicants should forward a **one-page summary with their contact information** to the Vice President, Membership, Wendy Fulton, (Wendy.Fulton@wildrose.ca) stating why you are interested in joining the EC in this position, along with some background on your work/volunteer history and qualifications. A willingness to dedicate the time this position entails, as well as a dedication to moving Wildrose forward, will be considered as important as personal or professional experience. Applications for these positions will be accepted until **5:00 pm Monday, February 22, 2016**.

Thank you for your interest and continued support.

Sincerely,
The Executive Committee

Per: Jeff Callaway, President

Position Description

Vice President - Fundraising

As stated in the Party Constitution, the Vice President - Fundraising is primarily responsible for raising funds for the Party.

The VP Fundraising should have experience in sales and/or fundraising at the corporate or not-for-profit level. A working knowledge and experience with individual fundraising solicitations through various means such as phone, mail, email, as well as an understanding of Alberta's Election Finances and Contributions Disclosure Act would be beneficial. The VP Fundraising works in conjunction with Party staff, MLAs and Constituency Associations to build relationships with various stakeholders.

As a member of the Executive Committee, a willingness to work in a team governance environment is required as well as attending monthly (or more) teleconference and quarterly in-person Executive Committee meetings, where you will report on the status of fundraising initiatives.



Position Description-Provincial Director

In consultation with the VP Membership and Provincial Directors, the Party Office has prepared an unofficial summary of the duties attributable to the role of a Provincial Director.

The Provincial Director is the Executive Committee member who has the closest ties with Constituency Associations. After being elected, Provincial Directors are assigned a regional group of Constituency Associations to liaise and work with during their term, to facilitate Constituency Association growth and development.

A Provincial Director's responsibilities include:

- General knowledge of CA Bylaws and Candidate Selection Rules and Procedures;
- Attending monthly (or more) Executive Committee meetings;
- Attending monthly teleconference Provincial Directors meetings;
- Holding regular meetings of their Region's CA Presidents;
- Attending their Region's CA meetings at least quarterly;
- Meetings will likely require travel (some minimal reimbursement for travel may be available under a discretionary EC Expense Policy);
- Liaising between the Region's CAs, the Executive Committee and Party Staff;
- Assisting the Executive Committee and Staff with any field work that may be required;
- Assisting the Executive Committee and Staff in the collection of CA information;
- Assisting Candidates in achieving pre-election targets;
- Sitting on committees and doing committee work as required

The estimated monthly commitment of this position is 15+ hours.

