



Supporting Professionals. **Igniting** Learning.  
Appuyer les professionnels. **Susciter** l'apprentissage.

April 27, 2021

### **CESBA is accepting applications to fill one or two vacancies on its Board of Directors.**

Appointments to the CESBA Board are made by the Board on recommendations from the Nominating Committee, using a transparent set of criteria. The term for all positions is three years, starting in the fall of 2021, and is renewable once. The Board meets five times a year. All CESBA Board members participate on behalf of the CESBA membership and not on behalf of their employer or any organization.

Board members are expected to display a combination of the following Core Competencies for adult and continuing education staff:

**System Thinking with a Vision** – Establishes important linkages between individual goals, school improvement plans, and school board and provincial priorities; Develops and communicate a shared vision for the school that sets a context for goal setting

**Financial Acumen** – Has a strong understanding of finances based on the enrolment registers and the annual Grant for Student Needs technical paper; Helps align resources to priorities; Creates a sustainable model

**Flexible in Thought and Approach** – An entrepreneurial administrator who can think on his or her feet while engaging in dialogue with the rest of the system; Someone who creates mutual respect and exchange of knowledge among groups of leaders at the Board level as well as in the community and promotes a proactive approach to program development

**Collaborative** – Networks with other schools and /or districts to learn about effective practices; Shares resources wherever possible; Engage teachers, staff, the school board and the broader community to join in decisions related to resource allocation and share ownership for the results

**Advocacy** – Advocates for their programs so that they can build a seamless integration between school board administration and the adult and the continuing education program at the site level. Leverages board operational and instructional services (e.g., HR, finance and information technologies) in order to provide a continuum of learning within and across communities served by boards

**Active Participation** – attends all secondary school principals' meetings and the A&CE vice-principals also attend all secondary school vice-principals', guidance and student success meetings developing strong ties in the Board maintains connection within the community to develop partners that can help provide resources and share best practices Continues participation with CESBA activities, helps share information among members and non-members

**Transition** – Ensures the smooth move from one lead administrator to the next; Plans for change

**Risk Taker** – Understands the need for change and growth; Plans for new programs and services that makes it work for the student

### Other requirements for a position on the CESBA Board of Directors are:

- Commitment to linking with the CESBA membership. Understanding that each Board member represents a diverse group of people and must therefore be willing to understand that diversity.
- Interest in and capability to discuss the values underlying the actions taken by the organization.
- Ability and willingness to deal with vision and the long term, rather than day-to-day details.
- Ability and willingness to participate in deliberation while respecting the opinions of others.
- Willingness and commitment to honour board decisions.
- Commitment not to make judgments in the absence of previously stated criteria.
- Sufficient autonomy and flexibility in schedule in order to attend meetings.
- Willingness to read Board meeting documents prior to Board meetings.

Consideration is given to those nominees who have experience administering programs in A&CE. In addition, being sufficiently versed in policy governance would be an asset. Other skills required includes communications skills, experience with HR, policy development and strategic planning.

### APPLICATION PROCESS

To apply for a CESBA Board position, please complete, scan and email the documents listed below to Urszula Mazur at [umazur@cesba.com](mailto:umazur@cesba.com). **The closing date is June 30, 2021.**

1. The attached application form;
2. Provide a one-page letter describing how you can contribute to CESBA (knowledge, skills and abilities you bring to the board); and your experience working in A&CE.

For inquiries about nominations to the CESBA Board, please contact the CESBA Executive Director at 416-597-1904 ext.1 or by email at [pcox@cesba.com](mailto:pcox@cesba.com)

## APPLICATION FORM 2021

PLEASE PRINT

**Applicant's Name:** \_\_\_\_\_  
Surname First Name Initial

**Applicant's Title:**  
\_\_\_\_\_

**School Name/Board:**  
\_\_\_\_\_

**School Address:**  
\_\_\_\_\_ Street City/Town Postal Code

Applicant's Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

**Nominated by:** \_\_\_\_\_

**Nominator's School Address:**  
\_\_\_\_\_ Street City/Town Postal Code

Nominator's Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Nominator's Email: \_\_\_\_\_

**Nominator's Signature:** \_\_\_\_\_

**Nominee:**  
I, \_\_\_\_\_, accept this nomination.

Nominee's Signature: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Signature of Support: \_\_\_\_\_

Please forward nomination forms to: [umazur@cesba.com](mailto:umazur@cesba.com)

**NOMINATION MUST BE RECEIVED NO LATER THAN 4:00 PM ON WEDNESDAY, JUNE 30, 2021.**

Candidates will be contacted by the chair of the nomination committee.

For information regarding CESBA, visit our website at [cesba.com](http://cesba.com)