**nd Cont Board Administrators**

165 – 215 Spadina Avenue Toronto, ON M5T 2C7 T: 416.597.1904

Online: [www.cesba.com](http://www.cesba.com/)

April 20, 2022

**CESBA is accepting applications to fill several 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 2022, and is renewable once. The Board meets five times a year and 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, school board/provincial priorities;
* Develops and communicates a shared vision for the school that sets a context for goal setting.

***Financial Acumen***

* Has a strong understanding of finances, including enrolment registers and the annual Grant for Student Needs;
* Helps align resources to priorities;
* Creates a sustainable model.

***Flexible in Thought and Approach***

* An entrepreneurial administrator who can think on his/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, Information Technologies) in order to provide a continuum of learning within and across communities served by Boards.

***Active Participation***

* Attends all Board-level Principals’ meetings;
* Develops strong ties within the Board;
* Maintains connection within the community to develop partnerships and encourage resource sharing;
* Continues participation with CESBA activities and shares information among members and non-members.

***Transition***

* Plans for change by ensuring the smooth move from one lead administrator to the next.

***Risk Taker***

* Understands the need for continuous change and growth amidst the unique nature of Adult and Continuing Education.

**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
* 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 include: communication skills; experience with HR; policy development; data management and Strategic Planning.

**APPLICATION PROCESS**

To apply for a CESBA Board position, please complete, email the documents listed below to Urszula Mazur at [umazur@cesba.com](mailto:umazur@cesba.com). **The closing date is June 01, 2022.**

1. Please fill out the required application form;
2. Please provide a one-page letter describing how you can contribute to CESBA (knowledge, skills and abilities that you would 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 or by email at [pcox@cesba.com](mailto:pcox@cesba.com) .

**The Ontario Association of Adult and Continuing Education School Board Administrators**

On **APPLICATION FORM**

**PLEASE PRINT 2022**

**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 E-mail:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 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 01, 2022.

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

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