

Join the Interim Collective Leadership Group

Help shape how healthy aging is supported in Edmonton

The Opportunity

Role Description

Spring 2021

The Edmonton Seniors Coordinating Council (ESCC) is recruiting volunteers to form an Interim Collective Leadership Group, as part of the work to develop a Framework to Support Coordination of Services for Edmonton's Older Adults. By participating in the group, **you will join a dynamic team of thought leaders** working together to enhance the system that supports older adults.

The Interim Collective Leadership Group will support a network consisting of Edmonton community-based seniors serving organizations, community members, and stakeholders from other sectors.

Collectively, the network will guide development of the Framework, ultimately transforming how healthy aging is imagined, invested in, and supported in community. This will be accomplished through the creation of a collective agenda, a common frame of action, and work to address common goals. More information related to the network, proposed components of the Framework, and possible work/timelines, is outlined in a [draft roadmap](#).

It is anticipated that the Interim Collective Leadership Group will begin its work in June 2021 and will transfer responsibility for the ongoing leadership of the Framework to a permanent governance structure by the end of December 2023 (term of 18 months).

Key Responsibilities

The Interim Collective Leadership Group will support the network by engaging and mobilizing stakeholders in the work. Specific responsibilities of the Interim Collective Leadership Group include:

- Empowering stakeholders to develop/confirm a vision, intention, and strategic direction for the Framework
- Assisting in the development of other components of the Framework (refer to pg. 7 of the [draft roadmap](#))
- Supporting stakeholders to map out a plan for the transition of leadership to a permanent Collaborative Leadership Group by the end of 2023
- Communicate regularly to stakeholders the ongoing work of the Interim Collective Leadership Group and the network

Group Members

The Interim Collective Leadership Group will be comprised of 9 to 11 volunteer members.

We are looking for people who have broad understanding and experience with diverse communities, demographics, and interests that will enable a comprehensive understanding of the issues and opportunities of older adults.

It is anticipated the Interim Collective Leadership Group will meet at least once per month, as well as time spent preparing for meetings and engaging with stakeholders and ESCC staff. This may change once the group is well established. The term for the Interim Collective Leadership Group is 18 months.

A [Terms of Reference](#) identifies key roles and functions of the Interim Collective Leadership Group. This is an unpaid role, but reimbursement of out-of-pocket expenses is available.

Group members will possess:

- Knowledge and/or experience related to the issues, challenges, and opportunities of older adults
- Knowledge and/or experience related to the services and supports currently available to older adults
- Commitment to the vision and values of the Framework (see Attachment B)
- Desire to provide leadership and guidance in the work
- Strategic-thinking abilities
- Relationship-building skills

Recruitment Process

ESCC is committed to supporting equity and inclusion throughout the recruitment process.

Applicants will be required to submit an 'expression of interest' outlining their fit for this volunteer role.

We will host weekly information sessions throughout May for people wanting to learn more about the process for submitting expressions of interest:

- Tuesday, May 4 @ 2 p.m.
- Tuesday, May 11 @ 2 p.m.
- Tuesday, May 18 @ 2 p.m.
- Tuesday, May 25 @ 2 p.m.

All information sessions will be online, via the Zoom platform. [Access a session here.](#)

Applications will be accepted until **May 31, 2021** (or until suitable candidates secured).

There are three ways to submit an expression of interest:

- Written, via the [online form](#)
or
- Written, via regular mail (contact information to the right)
or
- Verbal, via phone message (contact information to the right)

Mailing address:

Edmonton Seniors Coordinating Council
#255 Bonnie Doon Shopping Centre
8330 – 82 Avenue
Edmonton, AB T6C 4E3

Phone:

587-635-1575

When submitting, please provide your full name and contact information, and use the following questions to guide your expression of interest:

- How does this work line up with your values?
- Why you think this work is important?
- What experience do you bring?
- What do you think we can achieve if we work together?

The selection committee will evaluate applicants on the *knowledge, skills, and attributes* identified in Attachment A. In submitting your expression of interest, please select a maximum of three you feel you most demonstrate and explain how.

Applicants are also encouraged to demonstrate their fit for this volunteer role through alignment with the *Vision and Values of the Framework* (see Attachment B).

ESCC will phone candidates who have completed expressions of interest according to the criteria above. Interviews may be scheduled thereafter. Note: the process may be adapted, depending on the number of individuals expressing interest.

Attachment A: Knowledge, Skills, and Attributes

The following is a list of knowledge, skills, and attributes that will be used by the selection committee in the recruitment process. Successful candidates will be able to demonstrate excellence according to the points outlined in the following areas:

Knowledge

Area of focus	Description
Governance and leadership	We are looking for a deep understanding of different ways of providing leadership and decision-making. It is particularly important to understand where different forms of governance and leadership get their authority; who is included and/or excluded; and what are some of the challenges, barriers, pitfalls, and benefits of each.
Not-for-profit environment	We are looking for people who can demonstrate an understanding of the not-for-profit world and the challenges and opportunities that make it different from for-profit enterprise, government, and academia.
Equity and Inclusion	We do not expect to represent every group or interest in Edmonton, but we must respect the diverse origins and circumstances of people and demonstrate that we are implementing equitable approaches

Skills

Skill(s)	Description
Strategic thinking and application	The Interim Collective Leadership Group will provide a broad, strategic approach to thinking and supporting the many communities and organizations of Edmonton to do their work of supporting healthy aging. The group is not making operational decisions for organizations.

Attributes

Attribute(s)	Description
Openness to different approaches / risk tolerance	Having a lot of experience with a particular way of doing things may not be indicative of successful innovation. We need individuals who are open to new ideas, willing to try new things, and willing to accept when they may be wrong. Are you comfortable with being uncomfortable?
Positive, constructive, optimistic attitude	We need people who are non-judgmental, forward thinking, and curious – who will ask “Why not?” and “How do we make it work?”, rather than “It has never been done like that”, “Nobody will accept it”, or “It’s too difficult”.

Innovative	We need courageous people who actively look for alternative ways of addressing issues and challenges, and understand the danger of snap-back.
Influencer	Great ideas, education, and experience are only one part of the equation. We need people who have established networks, and to whom people will listen with interest and engagement.
Team player	We need people who are able to work with others and are willing to share the role of leader. Being able to support the ideas of others and a common agenda, and offer constructive, respectful criticism that promotes trust and evolution is key to building successful teams.

Attachment B: Vision and Values for the Framework

As noted in the role description, successful candidates will demonstrate a commitment to the vision and values of the Framework as outlined below.

Vision

Facilitate equity of access and opportunity to resources that address social determinants of health for older adults to age with dignity in community.

Core Values

The following core values create a foundation for the work of the Interim Collective Leadership Group:

- Seeking Common Ground and Consensus
- Achieving Equity and Inclusion
- Providing Leadership and Accountability
- Demonstrating Respect and Open Communication
- Exhibiting Passion and Commitment