



# Minister's Parent Advisory Council

## Fact Sheet

### Minister's Parent Advisory Council Overview

The Minister's Parent Advisory Council is a group of 40 Alberta parents who provide input to the Minister of Education and government on provincial education initiatives. The council members bring diverse interests, identities, backgrounds and perspectives from all across Alberta.

### Member Expectations

The Minister's Parent Advisory Council has an important role in the education system. Working at the provincial level, all council members will:

- offer diverse perspectives to Minister and ministry staff on key education priorities and emerging topics relevant to Alberta's education system
- attend all meetings; and,
- foster open, respectful and constructive dialogue with one another as well as the Minister and ministry staff.

### Member Time Commitment

Council members will serve a 10-month term, aligned with the school year. They will attend three to four meetings with dates to be determined and are subject to change:

- Fall 2021
- Winter 2022
- Spring 2022

### Meeting Format

Meetings will be held through Zoom and can be accessed through any browser or device as long as there is an internet connection.

### Guidelines and Expectations to Ensure Welcoming, Caring, Respectful and Safe Environments

All council members will be made aware of expectations for behavior and conduct, including the responsible use of digital technologies.

Council members will receive information to understand their responsibilities and be required to sign a code of behavior expectations and a confidentiality agreement. Both documents assure all participants feel safe to engage in respectful, collaborative, open conversation with one another in council meetings.

### Diversity and Representation

The members of the Minister's Parent Advisory Council will form a representative group of Alberta parents, not of their school districts.

## Next Steps

The selected council members will be notified in fall 2021. Information packages will be sent to council members with more information to help prepare for the meetings.

## Application Process

There is a link to the online application at <https://extranet.gov.ab.ca/opinio6//s?s=53708>.

The process includes 2 steps:

1. Read this fact sheet carefully to understand the role and responsibilities of the Minister's Parent Advisory Council.
2. Complete the application package online and click on the submit button.

## Application Deadline

The application deadline is August 31, 2021.

Please plan to spend a few hours to work on your application to ensure it is the best possible and most accurate representation of yourself. This is the information used for the selection process.

## Applying for a Friend

Each applicant must complete and submit their own application.

## Application Question Limit

Each question has a character limit of 2,000. Please be as concise as possible.

## Withdrawing from the Council

If you feel you are unable to meet your obligations to the council, contact us at 780-643-9401, or email [edc.strategicengagement@gov.ab.ca](mailto:edc.strategicengagement@gov.ab.ca). We do not replace members who withdraw from the council.

## Selection Process

After the application deadline of August 31, 2021, government staff will review and evaluate the applications received.

### Open, Transparent and Inclusive Selection Process

The minister is committed to a transparent process for selecting council members.

To ensure the selection process is open, transparent and inclusive, parents will be selected for the council based on:

- **Diversity:** The recruitment and selection process will honour and promote diversity on the council.
- **Competency:** The criteria for selecting council members will be based on creating a council that, collectively, has the skill-set and the mind-set needed to meet the needs and nature of the council as a whole.
- **Consistency:** The recruitment and selection processes will be applied consistently for all individuals selected by the provincial selection team to the council.
- **Transparency & Openness:** The recruitment and selection process will be clear and publicly available. The final 40 parents selected for the council will be disclosed to the public.

### Selection of the Minister's Parent Advisory Council

The minister needs a team of parents with a broad and diverse range of life experiences, knowledge and skills.

To help with your application, here are some qualities, knowledge and skills the minister hopes to see. You may also identify other qualities and the minister is interested in hearing about those too.

## Relevant Experience and Knowledge

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Your experience and knowledge

You have life and relevant professional experiences that give insight into the education system. You value people and ideas and take action to learn more.

Commitment to community

You have experience contributing to your community (school or community at large). Your actions may have influenced others and resulted in positive change.

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## Personal Effectiveness Skills

Relationship and Teamwork Skills

You have a demonstrated ability to foster positive and welcoming environments that encourage the sharing of ideas and different perspectives. You can demonstrate an understanding of the importance of teamwork. This may include an ability to inspire a shared vision for a better world, the skill of recognizing and valuing the contributions of others and or a demonstrated ability to support the success of a group when you are not the leader

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## After Applications are Reviewed

Applicants will be selected to be interviewed. If you are chosen to proceed to this second stage of the selection process, you will be contacted.

## Interview Overview

You will be asked more questions related to your relevant experience and knowledge, and personal effectiveness skills. The interview will be a 20-minute phone or video conference.

## Interview Preparation

Similar to your completed application, we want to learn as much as we can about your unique interests, identities, background and perspectives to create a diverse Minister's Parent Advisory Council.

## Notification of Selection

The parents chosen as council members will be contacted in fall 2021. All applicants will receive notification the process has been completed and the council has been selected.

## Financial Information

There is no pay associated with being a member.

## Personal Information and Privacy

As stated in the collection notice included at the bottom of each page of the application package, the personal information provided by the applicant will be used for two purposes:

- selecting members of the Minister's Parent Advisory Council and
- administering the Minister's Parent Advisory Council program, including communicating with members of the Council.

## Publication of Personal Information

This information is included in the authorization and declaration form that is included in the application package. By signing, the applicants understands that if they are selected to be a council member, a public profile limited to name and hometown will be publicly disclosed by the Alberta government through newsletters, news releases, websites, and social media accounts to promote and advertise the Minister's Parent Advisory Council and its activities.