



## “Prospective Directors”

### **VISION STATEMENT**

*To create seed and grain processing opportunities for local and global markets*

### **MISSION STATEMENT**

To strengthen and build upon past accomplishments in seed and grain processing and business diversification, focusing on long term business sustainability.

### **OBJECTIVES**

- to provide value to our members
- to build a stronger identity
- to work together as an association
- communicate with members on a regular basis

The Provincial Board is made up of 7 directors across Alberta and NE British Columbia and two designated Manager Association representatives. They meet four times a year for regular Board meetings and attend the annual general meeting of the association. Directors also participate in the inspection process of each plant in their region. Directors serve for a three-year term.

### **Are you?**

- Willing to commit time for BOD meetings, annual meeting, any special events, committees/projects, seed plant inspections
- A team player, working well within a group situation, providing insight and feedback
- Resourceful
- A creative thinker
- Able to lead by example
- Someone who listens well, thoughtful in considering issues
- Understanding of co-operative seed cleaning plants

**If Yes, Then we would ask that you consider being a director for the Alberta Seed Processors.**

### **As a director, you will:**

- Become part of something that is “successful”
- Provide leadership to the Board, member plants and their local boards
- Believe in a cause
- Be given opportunities to network with industry, government and producers across Alberta
- Acquire a variety of skill sets that you can utilize in our own farming operation
- Improve return on investments – Remember you are a shareholder of a co-operative seed cleaning plant!
- Gain a better understanding of the “inner workings” of a co-operative seed cleaning plant.
- Be kept up to date on issues pertaining to the seed & agriculture industry.
- Bring home new and different ideas that you may put to work in your own business.

### **Roles & Responsibilities of Provincial Board of Directors:**

- A Director is fully informed on the organizational matters and participates in the Board’s deliberations and decisions in matters of policy, finance, projects, personnel and promotion.
- Communicate and be visible and accessible to all member plants, their local board members, seed industry and government
- Advocates for and representatives of the association and member plants
- Provide oversight and expertise
- Ensure compliance with established regulations and policies
- Review financial statements, approve budget and ensure financial assets of the association are safeguarded
- Review strategic plan on an ongoing basis; monitor progress
- Implement action items to ensure we are meeting association objectives
- Set policy and delegate responsibility for implementation to the General Manager
- Provide leadership to the membership at large.
- Review the bylaws and recommend bylaw changes to the members.
- Review the Board’s structure, approve changes and prepare necessary board policy amendments.
- Participate in the appointment of a President, Vice-President and Secretary-Treasurer of the Board.
- Keep current on opportunities & developments in the industry and advise the Board of relevant issues & opportunities.
- Represent/present the interests of their respective regions.
- Participate in Seed Plant Inspections to bring continuity to the inspection process.



**Alberta Seed Processors**  
 Provincial Board of Director's Duties  
 YEAR AT A GLANCE

Typical time commitment for non-executive director's

<b>JANUARY</b>				
Directors Meeting & AGM	Second or third week January	5-6 days	mandatory	Edmonton
Farm Tech	Last Week of January	2 or 3 days	totally optional	Edmonton
<b>MARCH</b>				
Directors Meeting	first or second week	2 or 3 days	encouraged	varies
<b>JUNE</b>				
Directors Meeting	third or fourth week of June	2 or 3 days	encouraged	Varies
<b>FALL OCTOBER TO DECEMBER</b>				
Seed Plant Inspections	as per schedule of Ag Fieldman	usually 1/2 day/ plant	mandatory	Regional
Attendance at regional plant AGM's upon invitation	As per schedule of individual plant	usually evenings, 3- 4 hours. Directors typically attend 2 or 3/region	encouraged but totally optional	Regional
Directors Meeting	Typically last week October or first week November	2 or 3 days	encouraged	Varies
<p>Note: Directors may be asked to serve on committees which may or may not require additional time commitment. Time sensitive issues and other communications are typically dealt with via email outside of the regular board meeting schedule.</p>				
<p>Note: Although participation in Director's meetings is encouraged, the preference is to have all directors attend every meeting. Note: Bylaw 4.13 states that if a director is absent from 3 consecutive board meetings, the director will vacate the board position.</p>				