

FACRA

First Alberta Campus Radio Association
Room 009, Students' Union Building
University of Alberta Edmonton, AB, T6G 2J7

2026 Board Director Nomination Information Package

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First Alberta Campus Radio Association

Letter of Introduction

Dear Potential Candidate:

Thank you for your interest in the First Alberta Campus Radio Association (FACRA) Board of Directors. Serving on a board can be a very rewarding experience. Benefits include:

- Opportunities for networking
- Opportunities to use and develop professional skills, including leadership skills
- The chance to contribute to the welfare of an organization you care about and to the broader community

FACRA is the society that holds CJSR's broadcast license. FACRA's board contributes to strategic planning, develops policy, gives direction to the staff, and is responsible for fiscal oversight of the organization.

Each board member brings a unique set of skills and experiences. Examples of skills and experiences that would be valuable to FACRA include:

- Previous board experience
- Experience working in the non-profit/voluntary sector or in management
- Professional skills in business, finance, accounting, human resources, law, or radio
- Experience with fundraising, grant writing, event planning, or capital campaigns
- Enthusiasm and ability to help guide the organization in a changing environment

This nomination package includes all the information that you will need to run in the upcoming board election at FACRA's Annual General Meeting, to be held at the end of August (date to be confirmed).

The deadline to submit nominations is Wednesday, August 12, 2026.

Once again, thank you for your interest in FACRA and CJSR.

Sincerely,

FACRA Nominating Committee

John Huck (FACRA President)

Andrew Struthers (FACRA Secretary)



Nomination Form Instructions

The deadline to submit nominations is Wednesday, August 12, 2026.

For ease of use, the nomination form is provided as a separate file in two formats: Microsoft Word and PDF.

Paper submission

- Print the form using either file format and complete in pen
- Alternately, complete most of the form electronically and add your signature after printing
- Bring the completed form to Chad Brunet at the station
- Send an email to notify us of your submission to president@cjsr.com

Electronic submission with Microsoft Word file

- Open and edit the file in Microsoft Word
- Add an image of your signature (Insert > Pictures)¹
- Alternately, add your signature using the Draw function
- Send your completed form to president@cjsr.com

Electronic submission using Google Docs

- Open and edit the Microsoft Word file with Google Docs
- When you are finished, download the file as a Word file or as a PDF and send it as an attachment to president@cjsr.com

Electronic submission with PDF

- The PDF is not a fillable-form. However, text and signature can be added using annotation tools in PDF readers like Adobe Acrobat Reader and Preview (Mac)
- Send your completed form to president@cjsr.com

FACRA membership

- You must be a member of the FACRA society to run for the board of directors.
- Check with the station to ensure that your membership is up to date.

¹

<https://support.microsoft.com/en-us/office/insert-a-signature-in-a-word-document-f3b3f74c-2355-4d53-be89-ae9c50022730>



Job Description

Board Director (Member), First Alberta Campus Radio Association

Authority and Responsibility

The Board of Directors is the legal authority for CJSR. Board Directors act in a position of trust of the community and are responsible for the effective governance of the organization.

Expectations

Expectations of Board membership include:

1. Attendance at monthly board meetings.
2. Attendance at meetings of assigned committees.
3. Attendance at Annual General Meetings and Special General Meetings.
4. Attendance at membership meetings, mandatory volunteer meetings, orientation, and planning meetings.
5. Willingness to serve on a committee (policy, finance, community relations, etc.).
6. Willingness to consider serving in an executive role (President, Vice President, Treasurer, Secretary) or as a committee chair.
7. Commitment to the work of the organization.
8. Support of special events.
9. Support of and participation in fundraising events.
10. Being a member of the society in good standing.

General Duties

A Board Director (Member) shall:

1. Stay informed on organizational matters and participate in the Board's deliberations and decisions on matters of policy, finance, programs, personnel and advocacy.
2. Participate in the development of CJSR's strategic plan/goals and annual review.
3. Participate in the review and approval of FACRA/CJSR's annual budget.
4. Participate in evaluating the Station Manager/Executive Director.
5. Support and participate in fundraising activities.
6. Contribute to developing and maintaining positive relations between and amongst the Board, its committees, staff members, and the community to enhance CJSR's mission.
7. Participate in the review and approval of policy and other recommendations that come to the Board from its standing committees and senior staff.
8. Monitor all board policies.
9. Review the bylaws and policy manual, and recommend bylaw changes to the membership.
10. When called upon, participate in the hiring or release of the Station Manager/Executive

Director.

Term

Board Directors (Members) are elected by the membership of the society at the Annual General Meeting and typically serve a two-year term.

From time to time, a director may be elected to a one-year term, in cases where a previous board member was unable to complete their term.

Board Members may be released from their position by completing their elected term, by resignation, or by removal, in accordance with FACRA's bylaws.

Time Commitment of Board Membership

Board membership may involve a greater-than-expected time commitment. Please consider the following:

POTENTIAL MONTHLY TIME COMMITMENT

- | | |
|--|---------------------|
| 1) Board Meetings | 1 hr + prep time |
| 2) Committee Meetings | 1-2 hrs + prep time |
| 3) Leadership roles
(executive role, committee chair) | 3 hrs and up |



Board of Director's Code of Conduct

First Alberta Campus Radio Association

Code of Conduct

Board Members need to demonstrate ethical and professional conduct to maintain the confidence of the membership and the public. This commitment includes proper use of authority and appropriate actions in-group and individual behaviour when acting as Board Members.

1. Board Members must be loyal to the interests of the Association over and above any:
 - Loyalty to advocacy or interest groups, and membership on other boards or staffs; and
 - The personal interest of any Board Members acting as an individual consumer of this organization's services.
2. Board members are trustees of public confidence. They must avoid any conflict of interest.
 - There must be no self-dealing or any conduct of private business or personal services between any Board Member and the Society. Exceptions can occur only when there is openness, competitive opportunity, and equal access to information.
 - Board Members must not use their positions to obtain employment within the Society for themselves or their family members.
 - If a Board Member is considered for employment, he or she must temporarily withdraw from deliberation, voting and access to applicable Society information.
3. Board Members must not exert any individual authority over the Society except as stated in the Societies' policies.
 - Individual Board Members do not have any authority to speak for the Society when they interact with staff, the public, the press and other entities unless granted this authority by the whole Board.
 - Board Members must not make any judgments of staff performance except if the performance is officially assessed against Society policies.
4. Board Members deal with outside entities or individuals, with clients and staff, and with each other using fair play, ethics, and straightforward communication.