

Alberta Seed Grower Board Member Package

Welcome to the Alberta Seed Growers Association Board of Directors

Description of our Board:

We are a working/guiding board that: gathers agriculture industry intelligence; creates awareness of and promotes the use of pedigreed seed in Alberta; advocates within Alberta to ensure governments develop sound agricultural policies for seed growers; and serves as an advocate between Alberta's seed growers and our national organization, Canadian Seed Growers' Association.

Role of a Director:

To ensure the marketing, advocacy and policies that impact the seed industry have a positive effect on seed grower operations, and to serve as a spokesperson for regional and national seed related issues as they arise.

Director Involvement (mileage/transportation, hotel & meals compensated for all events shown):

Provincial Director:

- Prepare and participate in Quarterly, one-day Board of Director meetings, plus travel time (4* days)
- Attend each Alberta Seed Growers Annual General Meeting (2-3 days)
- Attend FarmTech (complimentary 3-Day pass), serve as Chair to introduce one speaker for at least one concurrent session, and provide support to ASG booth in the tradeshow hall during breaks
- Participate in one industry meeting, or ASG committee, or attend a national meeting (CSGA AGM or Inter-Provincial) each year (1-3 days)
- Term of position is 2 years, term may be renewed

Provincial Executive:

- Prepare and participate in Quarterly, one-day Board of Director meetings, plus travel time (4* days)
- Attend each Alberta Seed Growers Annual General Meeting (2-3 days)
- Attend FarmTech (complimentary 3-Day pass), serve as Chair to introduce one speaker for at least one concurrent session, provide support to booth in the tradeshow hall during refreshment breaks
- Participate in one industry meeting, or ASG committee, and attend both national meetings each year (3-6 days)
- Advise Executive Director on provincial and regional issues or challenges, provide feedback on projects or resolutions as required for Board meetings (5-7 days)

- Serve as signatory for ASG business and financials
- Term of each Executive position is 2 years, board elects the President and Vice-President annually, and retains the Past President in the position for 2 years

National Director:

- Attend National Board meetings, CSGA Annual General Meeting, Inter-Provincial Meeting and participate in a committee as assigned by the CSGA Executive Director (12-15 days)
- Prepare and provide National updates in Quarterly, one-day Provincial Board of Director meetings, plus travel time (4* days)
- Provide National updates at each Alberta Seed Growers Annual General Meeting (2-3 days)
- Attend FarmTech (complimentary 3-Day pass), serve as Chair to introduce one speaker for at least one concurrent session, provide support to booth in the tradeshow hall during refreshment breaks
- Advise President and/or Executive Director on national issues or challenges, provide feedback on projects or resolutions as required for ASG Board meetings (2-3 days)
- Term of position is 2 years, term may be renewed

*To respect Director time and travel at least one of the Quarterly Board of Director meetings will be held as a conference call. Information is provided by email in advance of all meetings.

Quarterly meetings are typically held:

- Late January/early February (in conjunction with FarmTech or our AGM)
- March – usually the third week, located in Central Alberta
- June – Conference call, maximum 2 hours, date depends on field operations
- November – in conjunction with the Inter-Provincial Meeting (hosted by a CSGA Branch each year in their province or region)

The Benefits of Your Time:

- Build a life-long network of fellow seed growers and industry influencers
- Expand your knowledge of the seed industry in Canada
- Learn from the experiences of others in the industry
- Influence the development of provincial and federal policies/regulations that impact your on-farm operations
- Travel to other parts of Canada to better understand other regional issues and better appreciate your own
- Improve your communication skills while you develop a sound understanding of governance
- Be the Representative for those seed growers that could speak up for themselves, but don't
- Attend some of the top agriculture conferences in Western Canada
- Progress through the Board of Director ranks is optional, no one will expect you to move forward. You will get out of the experience what you put into it. There is the flexibility to contribute at a level that you are comfortable with.



BOARD OF DIRECTORS - CODE OF CONDUCT

Board Members need to demonstrate ethical and professional conduct to maintain the confidence of the membership of the Alberta Seed Growers and the Public. This commitment includes proper use of authority and appropriate actions in group and individual behaviour when serving as Board Members.

1. Board Members must be loyal to the interests of the organization over and above any:
 - a. Loyalty to advocacy or interest groups;
 - b. Membership on other boards or staffs, and
 - c. Personal interest of any board Member acting as an individual consumer of this organization's services.
2. Board Members are trustees of public confidence and securities. They must avoid any conflict of interest.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the Society, other than activities to produce certified seed. Exceptions can occur only when there is openness, competitive opportunity, and equal access to information.
 - b. Board members must not use their positions to obtain employment with the Society for themselves or their family members.
 - c. If a Board member is aware of another Directors conflict you are duty bound to disclose that to the Chairman of the Board or an Executive member.
3. Board Members must not exert any individual authority over the Society except as stated in the Societies' policies.
 - a. Individual Board Members do not have any authority to speak for the Society when they interact with staff, the public, the media and other entities unless granted this authority by the whole board.
 - b. Board Members must not make any judgements of staff performance except as stated in policy.
4. Board Members must protect the confidentiality of any information received by the Board. They must make sure all confidential information is only used as authorized. Board Members must not use Board information for his/her personal advantage or benefit.
5. Board Members must speak to and uphold the decisions of the board.
6. Board Members deal with outside entities or individuals, with clients and staff, and with each other using fair play, ethics and straightforward communication.

The undersigned has read, understands and with a signature acknowledges the expectations of the Alberta Seed Growers Board Member Package and Code of Conduct.

Print Name: _____

Signature: _____

Date of Review: _____

Date Approved: _____