



FASD
NETWORK

Northwest
Central
Alberta

Northwest Central Fetal Alcohol Spectrum Disorder Society is looking for Board of Directors members from your area. If you are interested in serving a minimum two years on a dynamic board of professionals who meet via phone three times a year and once in person please contact Angela Kemble, angelak@nwcfasd.ca, 780-305-8827, for the application package.

Responsibility to Individuals

I AFFIRM THAT

I shall not discriminate against or refuse professional services to anyone on the basis of race, religious beliefs, colour, gender physical or mental disability, sexual orientation, age, nationality, ancestry, place of origin, marital status, source of income, or family status.

I shall not use my professional relationship with Individuals to further my own interests.

I shall continue professional relationships only so long as it is reasonably clear that Individuals are benefiting from the relationship.

I shall not perform or present myself as competent to perform services beyond my training or level of experience.

I shall assist persons in obtaining other professional services if I am unable or unwilling, for appropriate reasons, to see Individuals who have requested professional help.

I shall not abandon or neglect persons I support professionally without making reasonable arrangements for the continuation of such support.

I shall evidence a genuine interest in all persons I support, and do hereby dedicate myself to the best interest of those Individuals and to them helping themselves.

Confidentiality

I AFFIRM THAT

I shall respect the privacy of Individuals and coworkers and hold in confidence all information obtained in the course of professional service. Therefore, I will not disclose Individual or co-workers confidences to anyone except: (1) as mandated by law; (2) to prevent a clear and immediate danger to a person or persons; (3) where I am a defendant in a civil, criminal, or disciplinary action arising from the support services (in which case Individual or co-workers confidences may only be disclosed in the course of action); (4) if there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver.

I shall be responsible to store or dispose of Individual and staff records in ways that maintain confidentiality.

I shall possess a professional attitude, which upholds confidentiality towards Individuals, colleagues, applicants and any sensitive situations arising within the agency.

I, upon my termination, shall maintain Individual and co-worker confidentiality and I shall hold as confidential, information about sensitive situations within Blue Heron Support Services Association.

Responsibility to Colleagues

I AFFIRM THAT

I shall respect the rights and views of my fellow professionals and treat them with fairness, courtesy and good faith.

I shall be aware of my potential influences on volunteers and co-workers and will not exploit their trust. I will make every effort to avoid dual relationships that could impair my professional judgment.

I shall not engage in or condone any form of harassment or discrimination.

I shall not permit volunteers or fellow employees to perform or present themselves as competent to perform services beyond their training and/or level of experience.

I shall respect the confidences of my co-workers.

When I replace a colleague or am replaced, I shall act with consideration for the interest, character and reputation with the colleagues.

I shall extend respect and cooperation to colleagues of all professions.

I shall not assume professional responsibility for the Individuals of a colleague without appropriate consultation of the colleague.

During a temporary absence or emergency of a colleague, I shall serve the Individual with the same devotion and consideration that I afford any Individual.

If I have the responsibility for employing and evaluating the performances of other staff, I shall do so in a responsible, fair, considerate and equitable manner.

If I know that a colleague has violated ethical standards, I shall report the violation. For minor offenses, I shall attempt an informal solution by bringing this to my colleague's attention. If this fails, I shall report the unethical activity to the colleague's supervisor. For major offenses, I shall immediately report the unethical activity to the colleague's supervisor.

Responsibility to Employers

I AFFIRM THAT

I shall work to improve the effectiveness and efficiency of services provided by the network.

I shall act to prevent and eliminate discrimination in work assignments or in personnel policies or practices.

I shall use the resources of the network only for the purposes for which they were intended.

I shall fulfill all commitments made by me to the network.

I shall maintain respect for agency policies, procedures and management decisions and will take the initiative toward improvement of such policies; procedures and decisions when it will better serve the best interest of persons I support.

I shall support the integrity and reputation of the network.

Public Statements

I AFFIRM THAT

Because of my ability to influence and alter the lives of others, I shall exercise special care when making my professional recommendations or opinions public through testimony or other public statements.

I shall accurately represent my education, training, experience and competencies as they relate to my profession.

I shall correct, whenever possible, false, misleading or inaccurate information and representations made by others concerning the qualifications of persons under my supervision.

I shall abide by network policies related to public statements.

Professional Competency/Conduct

I AFFIRM THAT

I have a total commitment to provide the highest quality of support to those who seek my professional services.

I shall extend courtesy and respect to all Individuals.

I have a continuing commitment to assess my own personal strengths and limitations.

I shall act in accordance with the highest standards of professional integrity.

I shall not attempt to diagnose, treat or advise on problems outside the recognized bounds of my competence.

I shall seek appropriate professional assistance for my own personal problems or conflicts that are likely to impair my work performance and my clinical judgment.

Responsibility To Community And Society

I AFFIRM THAT

I shall act in a responsible manner by promoting normalization in the community while ensuring a positive experience for both the community and the Individual.

I shall project an image of professionalism that reflects the Northwest Central FASD Network's Vision, Mission, and Guiding Principles.

I shall advocate for changes that will benefit the individuals supported in the belief that society's welfare is affected by its treatment of those who are in the margins of society.

I shall assist in the education of community and society in regards to how it can best accept and accommodate people with FASD.

I UNDERSTAND THAT

Violation of this code of ethics may be grounds for my immediate dismissal.

Employee Signature

Date

Witness Signature

Date

Dear Potential Team Member,

You are receiving this letter because a member of the Northwest Central Fetal Alcohol Spectrum Disorder Network team believes you would make an exceptional addition to our Board of Directors.

We are currently seeking new board members to fill 2 year agreements, which can extend up to 10 years if desired. We have four meetings annually, three may be by phone and the Annual General Meeting is in person,

Potential members please apply by submitting a letter of interest or resume to be forwarded to the nomination committee. The voting takes place at our Annual General Meeting. An invitation will be sent to you prior to the meeting if you have been selected. Criminal record checks are required of all board members.

Sincerely,

Angela Kemble

Executive Director

angelak@nwcfasd.ca

780-305-8827

Position Description Leadership Team Member Northwest Central Alberta FASD Network¹

Authority and Responsibility

The Leadership Team is responsible for the overall governance and management of the Network. As a part of the Team, a Network Member acts in a position of trust for the communities in the region.

Expectations

Expectations held of Team Members are that they will demonstrate:

1. Commitment to the work of the Network
2. Knowledge and skills in one or more areas of Board governance: policy, finance, FASD services, stakeholder relations, personnel, and advocacy.
3. Willingness to serve on committees
4. Active participation at Leadership Team meetings (estimated 4-6 annually)
5. Constructive contributions at meetings of assigned committees
6. Attendance at Annual General Meetings.
7. Support of special events

Term

Team Members are elected by the membership at the Annual General Meeting. They will normally serve for a two-year term to a maximum of 5 terms or a maximum of 10 years of service. Team Members may be released at the end of the elected term, by resigning, or according to provisions in the Network By Laws.

General Responsibilities of Members of the Leadership Team

Team Members are fully informed on organizational matters, and participate in the Leadership Team deliberations and decisions in matters of policy, finance, FASD services, stakeholder relations, personnel and advocacy.

The Team Member will:

1. Review and consider for approval, where appropriate, policy and other recommendations developed by the Leadership Team itself or received from its committees or Executive Director.
2. Review the By Laws for the Network and recommend any changes to the membership for approval.
3. Review the Leadership Team structure, approve changes, and prepare necessary amendments to the Network By Laws.
4. Participate in the development of the Network's Strategic Plan and its annual review.
5. Participate in the development and monitoring of Leadership Team policies to ensure effective services.
6. Approve the Network's annual budget.
7. Monitor the Network's finances.
8. Approve the hiring and release of the Executive Director, including the Executive Director's employment contract.
9. Support and participate in the evaluation process of the Executive Director.
10. Assist in developing and maintaining positive relations among the Leadership Team, committees, staff members, volunteers, and communities in the region to enhance the Network's mission.
11. Recognize and disclose conflicts of interest in accordance with accepted practice and Network policy

I, _____ agree that I will faithfully fulfill my duties as an employee for Northwest Central Alberta FASD Services Network and will observe and comply with all policies and procedures of the Network with respect to privacy, confidentiality, and security of health and personal information.

Unless legally authorized to do so, I will not use or disclose health or personal information that comes to my knowledge or possession by reason of my affiliation with the Network, including after I cease to be employed at the Network.

I understand that a breach of this agreement may be just cause for termination of my employment or affiliation with the Network.

I am aware that the Network has policies and procedures regarding the privacy, confidentiality, and security of health and personal information and I understand that it is my responsibility to be familiar with the requirements outlined in these policies and procedures.

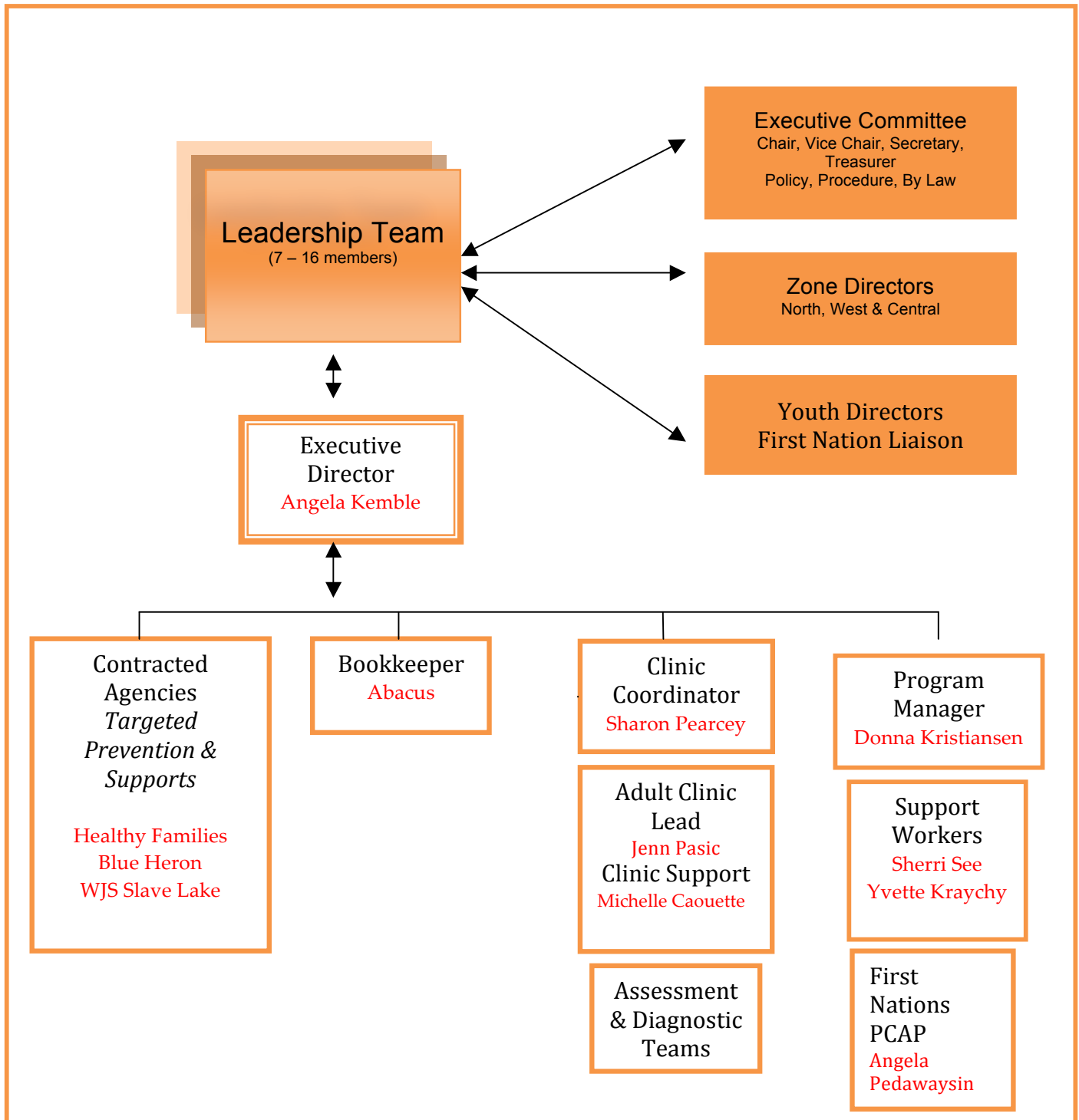
I understand that I can refer to the Co-Privacy Officers for the details of these policies and any other information required for me to understand my obligations.

Employee Name _____

Employee Signature _____

Date _____

ORGANIZATIONAL CHART 2019



Vision Statement

“Communities working together in a culture of hope, acceptance, understanding, and support to prevent and respond to FASD across the individual’s lifespan.”

Mission Statement

“As a network, our mission is to prevent, support, diagnose, and stand by people impacted by FASD. We achieve this through inclusive, responsive, innovative collaborative action to promote knowledge and wellness, and build community capacity.”