



500-10150-100 Street
Edmonton, AB T5J 0P6
Toll-free: 1-800-272-9675
businesslink.ca

July 7, 2017

Re: Call for Applications for Board of Directors

Business Link is recruiting for new Directors to provide guidance, advice and strategic direction to a quickly evolving organization. Our goal is to have and regularly refresh a Board comprised not only of the various stakeholders involved with creating and supporting a positive environment for entrepreneurship, but who also represent the many diverse areas of Alberta.

Details regarding the role our Directors play on the Board and the application process are attached. If you are passionate about entrepreneurship and believe in the importance of small business to the economic development environment in Alberta, I'd encourage you to apply.

Sincerely,

A handwritten signature in black ink, appearing to read 'David E. Allwright'.

David E. Allwright, PhD.
Chair, Board of Directors
Business Link





Board Recruitment

The Opportunity

Would your friends describe you as a strategic thinker? Are you a champion for small business? If so, you may be a great fit for a Board of Director position with Business Link.

We are looking for dynamic leaders to help guide our organization, which provides support to entrepreneurs and small businesses across Alberta.

Who is Business Link?

We are a not-for-profit organization that helps Albertans start and grow their businesses. We know that starting or operating a business can be overwhelming at times, so having a team of trusted advisors for support is a huge asset. We are available to provide guidance all along the way.

We provide one-on-one support and guidance, market research, access to expert advice, small business training, networking opportunities and specialized services for Indigenous small business owners. It is our goal to ensure that our services are available to all Albertans so everything we do is offered either free or at a minimal charge.

Helping businesses isn't new to us; we've been doing it since 1996. We are fortunate to receive funding from both the Provincial and Federal Governments to support our work with entrepreneurs and small business owners.

Role of the Board

As a Board member, you have three key responsibilities:

- Providing sound strategic advice and direction for the ongoing evolution of our organization and its activities;
- Monitoring the performance of our organization and its management, with particular attention to sound stewardship of public funding; and
- Providing expert advice to assist the organization in continuous evaluation and improvement of its service offerings. This will ensure that we meet the needs of our clients now and into the future.

Qualifications

- Previous involvement with small business and entrepreneurship in the Alberta context;
- Previous Board experience; and
- Recognized leaders that are connected to both their communities and the small business landscape in Alberta.



Our Directors are champions for small business in Alberta and see the entrepreneurial community as the heart of Alberta's economy. We are looking for Directors who represent the diverse range of small business owners and communities across Alberta.

Directors serve on a voluntary basis and receive no remuneration except for reasonable out-of-pocket expenses. Appointments to the Board are for a three-year term.

If this sounds like a great fit for you, we would encourage you to submit a letter of interest and resume outlining qualifications by August 31, 2017 to recruitment@businesslink.ca

