



## PROSPECTIVE NOMINEE FORM

The Nominating Committee is seeking candidates for the positions of President, Vice President and Councillors for the 2019/2020 election. The information obtained on this form will be used by the Nominating Committee to assess your candidacy.

### DEADLINE

Individuals interested in standing for nomination must complete this form and submit a copy of their CV in PDF format to the Nominating Committee by **Monday, April 8, 2019 at 5:00 PM**.

Forms are to be sent by email to the Nominating Committee Chair Caroline Andrewes, P.Eng. at [pastpresident@egbc.ca](mailto:pastpresident@egbc.ca). The Nominating Committee reserves the right to extend the Call for Nominations.

### IMPORTANT INFORMATION FOR POTENTIAL NOMINEES

Service on Engineers and Geoscientists BC's Council is a significant contribution to the public and the professions. Members who make this commitment do so with the understanding that this role's primary function is to serve the public through the dutiful administration of the *Engineers and Geoscientists Act*, and also, the new *Professional Governance Act* and Regulations.

Members of Council have a fiduciary duty to Engineers and Geoscientists BC and must carry out in good faith the duties prescribed to them through legislation and the Engineers and Geoscientists BC Bylaws.

### DUTIES AND RESPONSIBILITIES TO ENGINEERS AND GEOSCIENTISTS BC

Engineers and Geoscientists BC and its Council have the duty to uphold and protect the public interest respecting the practices of professional engineering and professional geoscience. As a member of Council, you also have a number of duties and responsibilities in your role as a council member. These duties are in addition to the Code of Ethics.

**Duty of Care:** In making decisions, you must act in the best interests of Engineers and Geoscientists BC and the public. You do not represent a segment of the membership. Decisions are to be based upon facts and reliable information and action is not to be taken without first taking care to be properly informed. You must exercise the degree of skill and diligence reasonably expected from an ordinary person having your knowledge and experience.

**Duty of Loyalty:** You must maintain the confidentiality of information received by you in your capacity as Council member both before and after completion of your term on Council and you must avoid situations where you could put yourself in a position of conflict between your own private interests and the best interests of the Association.

**Duty of Compliance:** You must carry out the Association's duties and objects and take all necessary and reasonable measures to ensure compliance with laws and regulations as well as policies that apply to the Association and its Council.

Council members are expected to adhere to the Association's Code of Ethics, Council Governance policies and to perform and uphold their duties with objectivity, honesty, and ethically without personal or corporate gain. All Councillors are required to sign an Oath or Affirmation of Office to demonstrate that the requirements of the role and the commitment expected are understood.

## ELIGIBILITY

Professional engineers, professional geoscientists, and limited licensees in good standing are eligible to stand for election as a Councillor. Candidates for the office of President must have served on Council for at least two years (as of October 2019) and candidates for the office of Vice-President must have served on Council for one year (as of October 2019).

## TERMS OF OFFICE

Councillors are elected for a two-year term. The President and Vice-President are elected for a one-year term although the President will serve a subsequent year on Council as the Past President.

## SUBMISSION INSTRUCTIONS

Email a **completed copy of this form** and your **CV** in PDF format.

Applications must be sent to the Nominating Committee Chair Caroline Andrewes, P.Eng. at [pastpresident@egbc.ca](mailto:pastpresident@egbc.ca).

Applications must be received by **Monday, April 8, 2019 at 5:00 PM**.

If you need further information or have any questions when filling out this form, please contact Amber Hart at [ahart@egbc.ca](mailto:ahart@egbc.ca) or 604.412.4896.

# PROSPECTIVE NOMINEE FORM

## CONTACT INFORMATION

Name and designation(s):

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Phone:

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Work  Home  Mobile

Email:

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City of residence:

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**Indicate the position/s for which you wish to be considered:**

**Councillor**

**Vice President**

**President**

*Note: To be considered for President, you must have served at least two years on Council. To be considered for Vice President, you must have served at least one year on Council.*

## VOLUNTEER OR EMPLOYMENT BACKGROUND WITH ENGINEERS AND GEOSCIENTISTS BC

Please provide a chronology of volunteer or staff positions held with the association, starting with the most recent.

Committee	Position	Term of Service (YYYY-YYYY)

## VOLUNTEER SERVICE WITH OTHER PROFESSIONAL, COMMUNITY, OR CIVIC ORGANIZATIONS

Please provide a chronology of volunteer positions held with other professional, community, or civic organizations, starting with the most recent.

Organization	Position	Term of Service (YYYY-YYYY)

## EXPRESSION OF INTEREST

**Tell us why you are interested in running for Council and what you bring to the role.**  
(Maximum 250 words)

## SKILLS AND COMPETENCIES

To achieve its goals and meet its fiduciary responsibilities, Council has identified the need for diverse voices on Council, with a blend of skills in leadership, strategy development, financial literacy, and risk management, as well as experience in governance, human resource management and an understanding of the regulatory framework under which we operate.

It is not necessary for each member of Council to have experience in each area. Please describe your experience in the skills and competencies listed below, as applicable.

### LEADERSHIP

Demonstrated confidence and good judgment in directing the efforts of others to achieve desired outcomes, while modeling respect, commitment, integrity and accountability.

**Please describe your experience in this area.** (Maximum 100 words)

## STRATEGY

Understanding of and experience with an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.

**Please describe your experience in this area.** (Maximum 100 words)

## FINANCIAL LITERACY

Understanding of financial statements, cash flow, budgeting, financial planning and investing that allow an organization to make informed and effective decisions about their financial resources.

**Please describe your experience in this area.** (Maximum 100 words)

## RISK MANAGEMENT

Knowledge of enterprise risk management, risk assessment, and risk policies and procedures to enable effective risk management oversight of the organization.

**Please describe your experience in this area.** (Maximum 100 words)

## GOVERNANCE

Understanding and knowledge of board governance and the roles and responsibilities of board members, usually demonstrated through previous board experience.

**Please describe your experience in this area.** (Maximum 100 words)



## REGULATORY UNDERSTANDING

Knowledge of regulations and regulatory organizations, including the purpose of regulation, gained from working with legislation, having experience being a part of a regulator, or working in a heavily regulated industry.

**Please describe your experience in this area.** (Maximum 100 words)

## HUMAN RESOURCES

Knowledge and understanding of HR policies related to employees and volunteers, including equity, diversity and inclusion policies, performance management, succession planning, and ensuring sufficient resources to fulfill an organization's responsibilities.

**Please describe your experience in this area.** (Maximum 100 words)

## ENGINEERING AND GEOSCIENCE

Technical proficiency in the practice of engineering and/or geoscience.

**Please describe your experience in this area.** (Maximum 100 words)

## CONFLICT OF INTEREST, INTEGRITY AND PUBLIC ACCOUNTABILITY – DISCLOSURE STATEMENT

Every member of Council must disclose any duty or interest that might conflict with his or her duty or interest to Engineers and Geoscientists BC, and must disclose any circumstances that could have a potential impact on his or her duty to Engineers and Geoscientists BC.

An affirmative answer to any of the questions below does not automatically disqualify a potential nominee from consideration.

**Please respond to the questions below.**

1. In your employment, business or personal affairs, have you, or any company in which you have direct or indirect controlling interest, in BC or elsewhere:		
a. Been charged with or convicted of an offence under the Criminal Code of Canada?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. Been charged with or convicted of an offence under any other Federal statutes or regulations, including the <b><i>Income Tax Act</i></b> , the <b><i>Controlled Drugs and Substances Act</i></b> or others?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

c. Been the defendant of any civil action in which allegations of fraud, theft or defamation were made against you?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d. Have any outstanding charges against you, including civil action?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
e. Been charged with or convicted of any offence under any Provincial statutes or regulations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
f. Been cited with or disciplined, censured, suspended or disqualified by any professional association or body?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
g. Had any improper dealings with government (e.g. improper solicitation of contracts, improper lobbying or representations)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
h. Been involved in any issue or controversy that has gone, or is likely to go, to litigation or public review?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
i. Made an assignment or lodged a proposal under the <b><i>Bankruptcy and Insolvency Act</i></b> ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
j. Been discharged, suspended or asked to resign from any employment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>If yes, please describe:</b>		

<p>2. Are you aware of any circumstances that may place you in a real or potential conflict of interest as described in <a href="#">Policy CG-6</a> with respect to your duties as Councillor?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>If yes, please describe:</b></p>		
<p>3. Have you or any organization or group that you are associated with promoted or encouraged hatred against people or persons on the basis of ethnicity, language, colour, religion, culture, gender or sexual orientation?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>If yes, please describe:</b></p>		
<p>4. Generally, are you aware of any facts or matters which, if publicly disclosed, could cause Engineers and Geoscientists BC embarrassment or hinder your performance of your duties as a Council member?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>If yes, please describe:</b></p>		

<p>5. Disclose any issues that may be of public interest in the event you are elected to serve. Such issues can include civil lawsuits, criminal charges or convictions.</p>	<input type="checkbox"/> NOT APPLICABLE	
<p><b>Describe any issues:</b></p>		
<p>6. Are you currently involved in lobbying activity?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>If yes, please describe:</b></p>		

If, at any time following the signing of this nomination form and prior to the commencement of voting, there is any significant change to any of the above responses you must promptly inform Engineers and Geoscientists BC.

## REFERENCES

I authorize Engineers and Geoscientists BC to verify or obtain any personal information about me from the references below for the purpose of evaluating my suitability for nomination for election to the Council of Engineers and Geoscientists BC. This authorization is valid until the commencement of voting for Council.

**Please provide contact information for three references.**

### REFERENCE 1

Name:

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Occupation:

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Email:

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Office phone:

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Mobile:

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Nature of relationship:

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### REFERENCE 2

Name:

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Occupation:

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Email:

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Office phone:

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Mobile:

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Nature of relationship:

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## REFERENCE 3

Name:

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Occupation:

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Email:

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Office phone:

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Mobile:

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Nature of relationship:

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## CONFIDENTIALITY

Engineers and Geoscientists BC will make reasonable efforts to keep your personal information contained in this form confidential and limited to the Nominating Committee, the staff, and contractors supporting the work of the Nominating Committee. However, Engineers and Geoscientists BC may be required to release personal information through a request under the *Freedom of Information Act*, by court order, or as required by law, including pursuant to the forthcoming *Professional Governance Act*.

## AUTHORIZATION

By submitting my application, I affirm that I have answered all questions truthfully in this Nomination Form, and confirm that I have read, understand and, if elected, will be bound by the duties, responsibilities, requirements and commitments outlined.

By submitting this application, I am formally notifying the Nominating Committee that I wish to be considered for the Committee's nominee list for the 2019 election to the Council of Engineers and Geoscientists BC.