

## **Nominations Committee Member Position Profile**

### **Overview of Position & Duties and Responsibilities**

As a professional regulatory organization, the College of Applied Biologists is committed to upholding the public interest by ensuring the College conducts volunteer appointments in a fair and transparent manner. This transparency and procedural rigour requires the College to operate a merit-based nomination procedure for volunteers wishing to serve on the Board or on committees.

Board appointed, Nomination Committee members support the Nominations Committee Chair in providing strategic leadership and support in overseeing and operating the merit-based nominations procedure to help aid the College in meeting its mandate of protecting the public interest.

### **Core duties and accountabilities:**

- Attends and constructively participates in all Nominations Committee meetings
- Administers the nominations process
- Conducts gap analysis of Board vacancies based on approved criteria for the evaluation of potential nominees.
- Solicits, evaluates and qualifies candidates for the positions of Vice Chair, Chair (if necessary) and Board member
- Solicits, evaluates and recommends to Board chairs of statutory committees (excepting the Nominations Committee)
- Develops Prospective Candidate Profile for completion by potential nominees
- Advises Board of qualified nominees

### **Qualifications, Knowledge, and Skills Requirements:**

- A sound understanding of the College of Applied Biologists and its mandate of protecting the public interest.
- Ability to meet timelines and assess files in a timely manner
- Proven ability to work with confidential files
- Familiarity with the College's Code of Ethics and Professional Conduct
- Available and willing to complete training in administrative justice/fairness

### **Must be able to demonstrate competency in a minimum of two (2) of the following areas:**

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

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

**Personal Characteristics:**

- High ethical standards, professionalism and integrity
- Ability to make difficult decisions
- Sound judgement
- Willingness to consider to alternative opinions
- Strategic & tactical thinker
- Commitment to serving the public interest
- Patience and the ability to work with a team
- Objectivity and independent perspective
- Respected and respectful
- Innovative and solutions oriented

**Commitment Required:**

- Annual commitment time is approximately 16 hours per year including:
  - Active participation on minimum two (2) committee virtual meetings per year; committee meets as needed and may meet 8-12 times per year
  - Attend, if necessary, meetings with other College Committees, working group(s) or task force(s) and partners (i.e. government, regulators, etc.)
- Adhering to the Committee Oath of Office