



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

PROSPECTIVE NOMINEE FORM

The Nominations Committee is seeking candidates for the positions of Vice Chair and Board Member for the 2026 election. The information obtained on this form will be used by the Nominations Committee to assess your candidacy.

DEADLINE

Individuals interested in standing for nomination must complete this form and submit it, along with any supporting materials, in PDF format to the Nominations Committee by February 16, 2026 at 4PM using the upload page on the College website. Applications received or found to be incomplete after this deadline will not be reviewed. Please note that at least one interview by Nominations Committee members is compulsory as part of the nominations process.

IMPORTANT INFORMATION FOR POTENTIAL NOMINEES

Service on the College of Applied Biologist's Board is a significant contribution to the public and the profession. Registrants 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 *Professional Governance Act* and Regulations.

Members of the Board have a fiduciary duty to the College of Applied Biologists and must carry out in good faith the duties prescribed to them through legislation and the College's Bylaws.

DUTIES AND RESPONSIBILITIES TO THE COLLEGE OF APPLIED BIOLOGISTS

The College and its Board have the duty to uphold and protect the public interest respecting the practice of professional applied biology. As a member of the Board, you also have a number of duties and responsibilities in your role as a Board member. These duties are in addition to the Code of Ethics and Professional Conduct.

Duty of Care: In making decisions, you must act in the best interests of the public. You do not represent a segment of the registrant body. 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 Board Member both before and after completion of your term on the Board 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 College of Applied Biologists.

Duty of Compliance: You must carry out the College'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 College and its Board.

Board Members are expected to adhere to the College's Code of Ethics and Professional Conduct, Board Member expectations and policies and to perform and uphold their duties with objectivity, honesty, and ethically without personal or corporate gain. All Board Members are required to sign an Oath of Office to demonstrate that the requirements of the role and the commitment expected are understood.

ELIGIBILITY

Registered Professional Biologists, Registered Biology Technologists and Applied Biology Technicians in good standing are eligible to stand for election as a Board Member and must meet additional eligibility requirements as described in the Professional Governance General Regulation, College bylaws and Policy 3-100.

Candidates for the office of Vice Chair must also have served on the Board for one (1) year in the last five (5) years or acted as a member of a statutory committee for at least two (2) years in the past five (5) years as of the date of the next annual general meeting. (See also Position Profiles)

TERMS OF OFFICE

The Vice Chair is elected as part of a three-year term where they serve in the first year as Vice Chair, the second year as Chair, and the third year as Past Chair. Board Members may be elected for two- and three-year terms in order to stagger appointments year over year. If applying for the Board, please consider that the term may be up to a three-year commitment: when multiple Board Member positions are available the candidates receiving the most votes for Board Member will be elected to the three-year terms and the candidate with the third-most votes for Board Member will be elected to the two-year term.

SUBMISSION INSTRUCTIONS

Submit a completed copy of this form and any supporting documents in PDF format using the upload tool on the College website. Submissions will be reviewed by Victoria Burdett-Coutts, Chair, Nominations Committee and members of the Nominations Committee.

Applications must be **received by February 16, 2026 at 4PM** to be considered for candidacy.

If you need further information or have any questions when filling out this form, please contact the College office at 250-383-3306 or email Christine Houghton, CEO, at ceo@cab-bc.org.

PROSPECTIVE NOMINEE FORM

CONTACT INFORMATION

Name and designation(s):

Pronouns (Optional):

☐ He/him ☐ She/her ☐ They/them ☐ Specific: _____

Phone:

☐ Work ☐ Home ☐ Mobile

Email:

City of residence:

Indicate the one (1) position for which you wish to be considered:

☐ **Board Member**

☐ **Vice Chair**

Notes: To be considered for Vice Chair, you must have served at least one (1) year on the Board in the last five (5) years or acted as a member of a statutory committee (Audit and Practice Review Committee, Credentials Committee, Discipline Committee, Nominations Committee or Investigations Committee) for at least two (2) years in the past five (5) years as of the date of the next annual general meeting but may not be a current member of the Nominations Committee. The Vice Chair is a three-year position which progresses to Chair in the second year and Past Chair in the third year. If applying for Board Member, please consider that the term may be up to a three-year commitment: if there are multiple Board Member positions available the candidates receiving the most votes for Board Member will be elected to the three-year terms and the candidate with the third-most votes for Board Member will be elected to the two-year term.

VOLUNTEER OR EMPLOYMENT BACKGROUND WITH THE COLLEGE OF APPLIED BIOLOGISTS

Please provide a chronology of volunteer or staff positions held with the College, starting with the most recent and including current positions.

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 and including current positions.

Organization	Position	Term of Service (YYYY-YYYY)

EXPRESSION OF INTEREST

Tell us why you are interested in running for the Board and what you bring to the role.

(Maximum 300 words)

NB: The submitted Expression of Interest section may be used for the public candidate profile for applicants qualified for the ballot by the Nominations Committee.

SKILLS AND COMPETENCIES

To achieve its goals and meet its fiduciary responsibilities, the Board has identified the need for diverse voices on the Board, 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 the Board 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 as a regulated professional, 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)

COMPETENCY SUMMARY

Please use the selectors below to rate your proficiency in each of the merit-based competencies based on your descriptions on the previous pages.

<-- Somewhat proficient Proficient Highly proficient -->
1 2 3 4 5 6

Leadership

Strategy

Financial Literacy

Risk Management

Governance

Regulatory Understanding

Human Resources

APPLIED BIOLOGY

Technical proficiency in the practice of professional applied biology.

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

CONFLICT OF INTEREST, INTEGRITY AND PUBLIC ACCOUNTABILITY – DISCLOSURE STATEMENT

Every member of the Board must disclose any duty or interest that might conflict with his or her duty or interest to the College of Applied Biologists, and must disclose any circumstances that could have a potential impact on his or her duty to the College.

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

Please respond to the questions below.

For more information about what constitutes lobbying activity, please consult the [Office of the Registrar of Lobbyists of BC](#) website.

1. Are you aware of any circumstances that may place you in a real or potential conflict of interest with respect to your duties as Councillor?	☐ YES	☐ NO
If yes, please describe: 		
2. 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?	☐ YES	☐ NO
If yes, please describe: 		

3. Generally, are you aware of any facts or matters which, if publicly disclosed, could cause the College of Applied Biologists embarrassment or hinder your performance of your duties as a Council member?	☐ YES	☐ NO
If yes, please describe:		
4. 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.	☐ NOT APPLICABLE	
Describe any issues:		
5. Are you currently involved in lobbying activity?	☐ YES	☐ NO
If yes, please describe:		
6. Have you been cited with or disciplined, censured, suspended or disqualified by any professional association or body?	☐ YES	☐ NO
If yes, please describe:		

NB: 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 the College of Applied Biologists.

REFERENCES

I authorize the College of Applied Biologists 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 Board. This authorization is valid until the commencement of voting for Board positions.

Please provide contact information for three references. Please note that sitting (current) members of the College's governing Board are ineligible to act as references for potential nominees. All contacts listed must be eligible to act as references pursuant to the College bylaws, Policy 3-100 or any other applicable statutes (eg. reference must be a registrant of the College).

REFERENCE 1

Name: _____

Occupation: _____

Email: _____

Office phone: _____

Mobile: _____

Nature of relationship: _____

Personal competencies
that Reference 1 could
describe:

- | | | | |
|--|-------------------------------------|---|--|
| ☐ Leadership | ☐ Strategy | ☐ Financial Literacy | ☐ Human Resources |
| ☐ Risk Management | ☐ Governance | ☐ Regulatory Understanding | |

REFERENCE 2

Name: _____

Occupation: _____

Email: _____

Office phone: _____

Mobile: _____

Nature of relationship: _____

Personal competencies
that Reference 2 could
describe:

- | | | | |
|--|-------------------------------------|---|--|
| ☐ Leadership | ☐ Strategy | ☐ Financial Literacy | ☐ Human Resources |
| ☐ Risk Management | ☐ Governance | ☐ Regulatory Understanding | |

REFERENCE 3

Name: _____

Occupation: _____

Email: _____

Office phone: _____

Mobile: _____

Nature of relationship: _____

Personal competencies
that Reference 3 could
describe:

☐

Leadership

☐

Strategy

☐

Financial Literacy

☐

Human Resources

☐

Risk Management

☐

Governance

☐

Regulatory Understanding

CONFIDENTIALITY

The College of Applied Biologists will make reasonable efforts to keep your personal information contained in this form confidential and limited to the Nominations Committee, the staff, and contractors supporting the work of the Nominations Committee. However, the College 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 *Professional Governance Act*.

AUTHORIZATION

By submitting my application, I affirm that I have answered all questions truthfully in this Prospective Nominee 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 Nominations Committee that I wish to be considered for the Committee's nominee list for the 2026 election to the Board of the College of Applied Biologists.