



# CANDIDATE PROFILE AND DECLARATION

for Governing Boards

## INSTRUCTIONS

- The "organization" is the entity to which you are applying to serve
- To save the completed form, choose File > Save As Other > Reader Extended PDF > Enable More Tools (Includes Form Fill-in & Save)
- If you require more space, attach a separate sheet
- Please send back to the person who requested this form
- For candidates to be considered for appointments, completion of all sections of this form is mandatory (as marked by a red asterisk "\*").

### Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information on this form is collected for the purpose of administering a variety of statutes that authorize the appointment of individuals to public sector organizations under the authority of section 26(a) of the FOIPPA. Information on the authority for a specific appointment is available on request. All information provided to us will be considered as supplied in confidence. Under certain circumstances some information may be released subject to the provisions of the FOIPPA. The Crown Agencies and Board Resourcing Office is the office of record for this form. Questions about the collection or use of this information can be directed to the Crown Agencies and Board Resourcing Office by email at [abc@gov.bc.ca](mailto:abc@gov.bc.ca), by telephone at 604 660-0465, or by mail at P.O. Box 9300 STN PROV GOV, Victoria, BC V8V 1V2.

Enter the name of the organization you are applying to serve on the board of:\*

## PART A – PERSONAL INFORMATION

FULL LEGAL NAME* (include first, middle and last name)		PREFERRED NAME (if different than full legal name)	
RESIDENTIAL ADDRESS* (include street or PO box)	CITY*	PROVINCE*	POSTAL CODE*
Provide at least one contact number: home, cell or work*			
HOME TELEPHONE NUMBER	CELL PHONE NUMBER	WORK TELEPHONE NUMBER	
EMAIL ADDRESS*	DATE OF BIRTH* (required to verify background information) DD / MMM / YYYY		

## PART B – PROFILE

- ☐ My CV (resume) has been submitted\* ☐ My online profile has been completed\*

### 1. Directorship/volunteer/community activities (provide a chronology):\*

ORGANIZATION	POSITION	TERM OF SERVICE (MMM/YYYY)	
		FROM	TO

### 2. Employment background (provide a chronology):\*

ORGANIZATION	POSITION	TERM OF SERVICE (MMM/YYYY)	
		FROM	TO

3. Education *(provide a chronology):\**

INSTITUTION	DEGREE/DIPLOMA OBTAINED	TERM ATTENDED (MMM/YYYY)	
		FROM	TO

4. Designations/memberships *(provide a chronology):\**

PROFESSIONAL ORGANIZATION	DESIGNATION/MEMBERSHIP <i>(if applicable)</i>	TERM OF MEMBERSHIP (MMM/YYYY)	
		FROM	TO

5. Are you currently involved in lobbying activity? ☐ YES ☐ NO If YES, complete the following table.

NAME OF CLIENT	UNDERTAKING START AND END DATES (MMM/YYYY)	
	FROM	TO

6. Have you authored any published works? *(includes books, articles, blogs, multimedia postings, professional journals, and or other works):\** ☐ YES ☐ NO  
If YES, please list below. If you require more space attach a separate document.

PUBLICATION	PUBLICATION DATE (MMM/YYYY)	HYPERLINK <i>(if applicable)</i>

## PART C – CONFLICT OF INTEREST: DISCLOSURE STATEMENT

A conflict of interest exists for a board member who has a private or personal interest that appears to influence the board member's judgement in making decisions in the organization's best interest.

A conflict of interest may take a number of forms:

- Financial or non-financial
- Direct or indirect
- Professional or family related

A conflict of interest may arise from:

- Employment or board appointments
- Professional practices including consultative services
- Financial interests in business enterprises
- Share ownership
- Beneficial interests in trusts
- Private equity interests
- Real estate property interests
- Existing or proposed transactions with the organization
- Holding elected office
- Existing professional or personal associations with the organization
- Personal associations with other groups or organizations
- Family relationships (a connection by blood, by marital or common law relationship, or by affinity)

Every potential appointee must disclose any obligation, commitment, relationship, or interest that might conflict or might be perceived to conflict with their duty or interest to the organization.

Additional information can be found at: [General Conduct Principles for Public Appointees](#)

Below, describe any real and/or perceived conflicts of interest with the organization:\*

☐ NOT APPLICABLE

## PART D – CHARTER OF EXPECTATIONS FOR APPOINTEES TO GOVERNING BOARDS

Public appointees are expected to govern in the public interest, while striving for the highest standards. Expectations of you as a board member include the following:

### Responsibilities

#### Integrity

- In making decisions, you must always act in the public interests of the organization and the people of B.C.
- Ensure integrity in all dealings with and on behalf of the organization, including via social media platforms
- Maintain the confidentiality of information received in your capacity as board member both during and after your appointment
- Maintain the ongoing responsibility to disclose real or perceived conflicts of interest
- Avoid real or perceived conflicts between your own private interests and the best interests of the organization

#### Compliance

- Know the organization's mandate
- Take all necessary and reasonable measures to ensure compliance with laws, regulations and policies that apply to the organization

#### Accountability

- Base your decisions upon facts and reliable information
- Be informed before taking action

#### Strategic Planning

- Provide input on emerging trends and issues
- Participate in your board's strategic planning exercises
- Review and approve strategic plans, including significant capital allocations and expenditures

#### Performance Monitoring and Reporting

- Monitor organization's performance against strategic and business plans
- Evaluate organization's performance reporting

#### Organizational Leadership

- Ensure succession planning is undertaken as needed
- If legislation allows, appoint, monitor, evaluate, and if necessary, replace the CEO/President

#### Risk Assessment

- Participate in board's identification of principal risks
- Ensure that appropriate systems are in place to manage and monitor these risks
- Review and approve material transactions not in the ordinary course of business

#### Public Policy

- Understand the role of the organization as an instrument of public policy
- Monitor performance of the organization in relation to strategic objectives and the people of B.C.

#### Governance

- Ensure the organization's activities are aligned with government priorities and direction from the Minister responsible
- Complete Governing in the Public Interest: online training for BC Public Sector Appointees
- Establish governance structures to ensure sound stewardship of the organization
- Monitor and assess the board's own effectiveness
- Participate on board committees including but not limited to: audit, finance, risk management, governance and human resources

I certify that I have read the above charter and agree to abide by it for the duration of my service.\*

☐ I AGREE

## PART E – INTEGRITY AND PUBLIC ACCOUNTABILITY

**NOTE:** An affirmative answer to any of the questions below does not automatically disqualify an applicant from being appointed. Each candidate's background will be considered in relation to the specific requirements of the appointment.

1. In your employment, business or personal affairs, have you, or any company in which you have a direct or indirect controlling interest, in B.C. or elsewhere:
- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (a) Been convicted of an offence under the Criminal Code of Canada?*   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (b) Been convicted of an offence under any other Federal or provincial statutes or regulations, including the <i>Income Tax Act</i> , the <i>Controlled Drugs and Substances Act</i> or others?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (c) Been the defendant in 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 under federal or provincial statute, including civil action?*   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (e) Been cited, by, disciplined, censured, suspended or disqualified by any professional association or body?*   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (f) Made an assignment or lodged a proposal under the <i>Bankruptcy and Insolvency Act</i> ?*  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If YES, to questions 1. a, b, c, d e, and f, please describe:\*

2. Generally, are you aware of any facts or matters which, if publicly disclosed, could cause the government embarrassment or hinder your performance of your duties as a board member?\*(i.e. improper dealings with government, such as solicitation of contracts, lobbying or representations; and/or involved in any issue or controversy that has gone, or is likely to go, to litigation and/or public review)
- ☐ YES ☐ NO

If YES, please describe:

## PART F – BIOGRAPHY

I agree that if I am appointed to serve, the Crown Agencies and Board Resourcing Office (CABRO) and the organization may publish a biography of me. Please include a biography of no more than 400 words below. Address past leadership roles, employment, community involvement, lived experience, education/credentials and other life aspects that would impact your role as a board member. Note your biography may be edited for clarity.\*

**PART G – REFERENCES**

☐ References have been provided with CV or online candidate profile\*

Please provide a minimum of two references: (Optional if already provided with CV or online profile)\*

NAME	TITLE	CONTACT NUMBER	EMAIL ADDRESS

**PART H – HOW DID YOU HEAR ABOUT THIS OPPORTUNITY?\***

- ☐ CABRO Website  
☐ Ministry  
☐ Organization  
☐ Other

If you were referred, please provide the name of the person or organization who referred you:

**PART I – DECLARATION\***

I understand that the Crown Agencies and Board Resourcing Office and the organization may verify relevant information with respect to all candidates for potential appointments.

By signing below, I authorize the Crown Agencies and Board Resourcing Office to verify or obtain any personal information about me directly from organizations or references referred to in this form and from any person, government education institution, police force, military authority or governing body for the purpose of evaluating my ability to serve. I also consent to the disclosure of my personal information to such persons or organizations when such disclosure is necessary to evaluate my suitability for appointment.

If, at any time following the signing of this form, there are changes to the information given herein regarding conflict of interest, or any other part of this form, either by way of addition or deletion, within 14 calendar days of this change, I will submit an updated Candidate Profile and Declaration form to the Crown Agencies and Board Resourcing Office describing such change.

I solemnly promise that the information provided is true and complete.

SIGNATURE *(type your name to sign electronically)*

DATE SIGNED  
DD / MMM / YYYY