



CANDIDATE PROFILE AND DECLARATION

for Governing Boards

INSTRUCTIONS

- To save the completed form, choose File > Save As Other > Reader Extended PDF > Enable More Tools (Includes Form Fill-in & Save).
For you to be considered for appointment to a governing board of a British Columbia public sector organization, the Crown Agencies and Board Resourcing Office is required to collect your personal information.
The "Organization" is the entity to which you are applying to serve.
If you require more space, attach a separate sheet.
Please send back to respondent who requested this form.

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 or by telephone at 604 660-0465.

Enter the name of the Organization you are applying to serve on the board of:

PART A - PERSONAL INFORMATION

Form fields for personal information: FULL LEGAL NAME, PREFERRED NAME, RESIDENTIAL ADDRESS, CITY, PROVINCE, POSTAL CODE, HOME TELEPHONE NUMBER, CELL PHONE NUMBER, WORK TELEPHONE NUMBER, EMAIL ADDRESS, DATE OF BIRTH.

PART B - BACKGROUND INFORMATION

Table for Educational background (provide a chronology): columns for INSTITUTION, DEGREE/DIPLOMA OBTAINED, TERM ATTENDED (FROM, TO).

Table for Professional and employment background (provide a chronology): columns for ORGANIZATION, POSITION, TERM OF SERVICE (FROM, TO).

3. Board directorship/community/volunteer activities (*provide a chronology*):

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

4. Professional designations/memberships in professional organizations (*provide a chronology*):

PROFESSIONAL ORGANIZATION	DESIGNATION ( <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, professional journals*):  YES  NO  
If **YES**, please list below. If you require more space attach a separate document.

PUBLICATION	PUBLICATION DATE	HYPERLINK (IF AVAILABLE)

**PART C – FINANCIAL ACUMEN**

Indicate if you have previous experience with each of the following:

- 1. Reading and interpreting financial statements  YES  NO
- 2. Reading and interpreting budgets  YES  NO
- 3. Familiarity with audit reporting  YES  NO
- 4. Service in the capacity of a treasurer or finance committee member or chair  YES  NO

## PART D – 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; and
- 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; and
- Family relationships (a connection by blood, by marital or common law relationship, or by affinity).

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

Additional information regarding the conflict of interest assessment and the ethical code of conduct is available at: [General Conduct Principles for Public Appointees](#)

Below, describe any real and/or perceived conflicts of interest with the Organization:

NOT APPLICABLE

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

Board Appointees owe the Organization they serve a commitment to making the best possible decisions. Appointees must carefully adhere to these principles and responsibilities. They must strive for high standards of accountability and fiduciary duty.

### PRINCIPLES

#### Compliance

- You must ensure compliance with all accounting and audit principles;
- Take all necessary and reasonable measures to ensure compliance with laws, regulations and policies that apply to the Organization; and
- Know the Organization's mandate.

#### Accountability

- You must ensure the accuracy of financial information;
- Base your decisions upon facts and reliable information; and
- Properly inform yourself before taking action.

#### Integrity

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

### RESPONSIBILITIES

#### Strategic Planning

- Provide input to management on emerging trends and issues; and
- Review and approve management's strategic plans, including significant capital allocations and expenditures.

#### Performance Monitoring and Reporting

- Monitor corporate performance against strategic and business plans; and
- Evaluate corporate performance reporting.

#### Organizational Leadership

- If legislation allows, appoint, monitor and evaluate the performance of the CEO/President;
- If legislation allows, replace CEO/President if necessary; and
- Ensure succession planning.

#### Risk Assessment

- Identify principal risks to the Organization's operations and ensure that appropriate systems are in place to manage and monitor these risks; and
- Review and approve material transactions not in the ordinary course of business.

#### Public Policy

- Understand the significance of the role of the Organization as an instrument of public policy; and
- Monitor performance of the Organization in relation to the strategic objectives of the shareholder.

#### Governance

- Ensure the Organization aligns with the [taxpayer accountability principles](#);
- Establish appropriate governance structures to ensure efficient and prudent stewardship of the Organization;
- Assess the board's own effectiveness including monitoring the effectiveness of individual board members; and
- Participate as appropriate on board committees including: 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 F – 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 charged with or convicted of an offence under the Criminal Code of Canada?  YES  NO
  - (b) Been charged with or convicted of an offence under any other Federal statutes or regulations, including the *Income Tax Act*, the *Controlled Drugs and Substances Act* or others?  YES  NO
  - (c) Been the defendant of any civil action in which allegations of fraud, theft or defamation were made against you?  YES  NO
  - (d) Have any outstanding charges against you, including civil action?  YES  NO
  - (e) Been charged with or convicted of any offence under any Provincial statutes or regulations?  YES  NO
  - (f) Been cited with or disciplined, censured, suspended or disqualified by any professional association or body?  YES  NO
  - (g) Had any improper dealings with government (e.g. improper solicitation of contracts, improper lobbying or representations)?  YES  NO
  - (h) Been involved in any issue or controversy that has gone, or is likely to go, to litigation or public review?  YES  NO
  - (i) Made an assignment or lodged a proposal under the *Bankruptcy and Insolvency Act*?  YES  NO
  - (j) Been discharged, suspended or asked to resign from any employment?  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 government embarrassment or hinder your performance of your duties as a board member?  YES  NO

If **YES**, please describe:

4. The Crown Agencies and Board Resourcing Office is responsible for ensuring awareness of all relevant information related to potential appointees. We are asking you to use this section to disclose any issues that may be of public interest in the event you are appointed to serve. Such issues can include civil lawsuits, criminal charges or convictions.

Below, describe any issues:

NOT APPLICABLE

#### PART G – 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 200 word biography below:

#### PART H – REFERENCES (OPTIONAL)

Please provide a minimum of two references:

NAME	TITLE	CONTACT NUMBER	EMAIL ADDRESS

#### 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 an describing such change.

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

I acknowledge and agree to adhere to the Crown Agencies and Board Resourcing Office [Best Practices Guidelines](#).

SIGNATURE *(type your name to sign electronically)*

DATE SIGNED  
DD / MMM / YYYY