

# NOMINEE INFORMATION PACKAGE



ARCHITECTURAL  
INSTITUTE OF  
BRITISH COLUMBIA

## Join the AIBC Board

This is your opportunity to **shape the work** of the body responsible for the governance of the architectural profession in British Columbia. As a regulatory body serving in the public interest, the AIBC has an **important and significant mandate**. The Board's leadership allows the AIBC to remain an **active and effective regulatory organization**.

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## 1.0 2024 Key Dates



|                        |                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>February 7</b>      | Call for Nominees opens. Nominee materials available at: <a href="#">Board Election (aibc.ca)</a> .                                                                                                                                     |
| <b>February 22</b>     | Mandatory Governance Session (Online 12–2 p.m.) Please note that if unable to attend the live session on February 22, there will be an opportunity to view the recording on March 1 and to participate in a live Q&A immediately after. |
| <b>March 5</b>         | <b>Call for Nominees closes at 4 p.m. PST</b>                                                                                                                                                                                           |
| <b>March 14</b>        | Nominee interviews with the Nomination Committee ( <i>up to 45 minutes</i> )                                                                                                                                                            |
| <b>April 11</b>        | Nominees announced. Nominee materials posted to <a href="#">Board Election (aibc.ca)</a> .                                                                                                                                              |
| <b>April 23-May 14</b> | Election voting period                                                                                                                                                                                                                  |

## 2.0 Nomination Submission Instructions



Instructions for completing the [Application Form](#) are found on the form. The [Application Form](#) must be fully executed and, along with the nominee's current résumé or C.V., be submitted by **4 p.m. on March 5, 2024** to [nominations@aibc.ca](mailto:nominations@aibc.ca). Submissions will only be accepted by email to [nominations@aibc.ca](mailto:nominations@aibc.ca). Submissions will not be accepted by mail, courier, in-person, or to an email address other than [nominations@aibc.ca](mailto:nominations@aibc.ca).

## 3.0 Board Member Responsibilities and Time Commitment

Under the *Professional Governance Act*, Registrant Board Member terms are three years, with the Board election on a three-year cycle in accordance with Bylaw 2.48. [Policy 2.10](#) provides information on Board Member responsibilities and benefits.

Nominees are asked to examine the demands of their time and energy, and to self-assess whether they will be, and can remain, contributing members of the Board. It is anticipated that Board Members be able to commit to the following Board events to enable efficient and meaningful functioning of the Institute, which depends upon having a sufficient number of well-prepared and fully participating Board Members.

- > **Meetings and Planning Sessions:** 18-30 hours a year. Take place the second Tuesday of each month (none in December, July and August), each lasting approximately two hours. Review of materials prepared and distributed in advance requires one to two hours.
- > **Planning Retreat:** Two consecutive days in late June, within two driving hours of Vancouver.
- > **Board Advisory Groups:** Approximately 10 hours a year. Take place every two months, each lasting approximately two hours. Board Members are encouraged but not obligated to sit on a Board advisory group.

## 4.0 Selection Principles

Sections 5 and 6 of the *Professional Governance Act General Regulation* establish the authority and requirements for the processes described below.

### Merit-based Competencies and Personal Attributes

The Board's ability to meet its obligations, as a collective, requires a specific set of skills and competencies at an intermediate to advanced level. The following information is provided to assist prospective Board Members in considering how their knowledge, skills, experience and competencies align with those sought in Board Members.

#### Knowledge of:

- > The **authority of the AIBC as a regulator** and the Institute's public interest and protection mandate, and the **pillars of professional regulation**, which include:
  - Authority to provide admission to the profession;
  - Authority to regulate all practitioners in the jurisdiction;
  - Authority to take disciplinary action;
  - Authority to implement and monitor continuing professional education;
  - Authority to take legal action against illegal practitioners; and
  - Supporting the public in understanding what to expect from registered professionals and accessing functions of the regulator.
- > The **Policy Governance** role of the Board, including Board versus staff's respective areas of responsibilities, and the fundamentals of a competent and high functioning Board.
- > A Board Member's **fiduciary duty** and, recognizing and declaring conflicts of interest or perceived conflicts of interest. A fiduciary is someone who, because of their position, must act primarily for someone else's benefit, rather than their own.

### Experience and/or a working knowledge of:

- > **Risk management, budget and financial performance, and human resources** including the ability to: identify the nature and extent of risks faced by the organization and provide insightful direction in the management of those risks; and, demonstrate a sound understanding of the budget and financial performance of the organization and meaningfully contribute to strategic financial deliberations; and, oversee a senior level executive, including executive performance monitoring and management, succession planning, and recruitment.
- > **Strategic thinking and orientation** including the ability to: strategically evaluate direction and overall organizational results; and actively contribute to the development and review of policy to advance the long-term goals of the Institute.

### Personal Attributes:

- > **Integrity**, to perform and uphold the duties and functions of a Board Member with objectivity and honesty, and to act ethically and in accordance with the Board Code of Conduct, and the Code of Ethics and Professional Conduct.
- > **Personal effectiveness** including the ability to: communicate persuasively and logically; listens effectively to others' ideas and viewpoints; and effectively express views that may be contrary and valuable to the discussion.
- > **Commitment** to preparing for and attending Board meetings, planning sessions, planning retreat, and Institute signature events.

## 5.0 Nomination Review Process

The **Nomination Committee will assess each nominee** to establish whether the individual meets the Board competencies and personal attributes described in section 4.0. Only nominees who are nominated by the committee are eligible to stand for election. The Nomination Committee is committed to honouring every nominee's desire to serve on the Board. Assessing whether the nominee is nominated or not is taken seriously.

The review will include consideration of the nominee's responses in the [Nominee Application Form](#) and the interview with the Nomination Committee, as well as the nominee's résumé or C.V.

**Interviews with the Nomination Committee** are scheduled to be held on March 14, 2024.

Interviews will take place in-person at the AIBC Office at 440 Cambie St and are expected to take 30-45 mins. Online interviews will be arranged only for candidates unable to attend in person.

Telephone interviews are not available. Following the interview, each nominee will be evaluated confidentially and objectively by the committee to determine if they will be nominated to stand for election.

Nominees will be contacted by the Chair of the Nomination Committee to advise each of the outcome of the evaluation process. While the nomination and election process must be open and transparent, the deliberations of the Nomination Committee are confidential. The Chair will provide nominees with limited but specific reasons as to how the Nomination Committee arrived at its decision.

### **Professional Conduct History:**

The AIBC's regulatory mandate is broad, requiring a competency assessment of those running for governorship of the profession, in the public interest. A nominee's professional conduct (complaint and/or discipline) history that identifies serious ethical and/or competency concerns, notably in relation to public safety, should be a relevant consideration for the Nomination Committee. Such assessment, however, must be fair, evenly applied, and as transparent as possible while maintaining confidentiality of non-public information. To that end, the Nomination Committee will be provided information about each nominee's professional conduct history while registered with the AIBC.

The Director of Professional Conduct will prepare and provide to the committee a short, factual summary of each nominee's professional conduct history for the committee's review and will be available to the committee to answer questions or clarify information. The purpose of this information is to help ensure a full understanding of the seriousness or lesser status of a complaint, complaint history, or discipline history, and to ensure that complaint data are properly understood and assessed by the committee. The information will be used solely as part of the overall assessment of a nominee's personal and professional attributes, as related to their suitability to govern.

Following the committee's confidential review, the information will be disposed of without further disclosure, within 30 days of its review.

A complaint or discipline history does not constitute automatic grounds for the Nomination Committee to refuse to nominate a nominee. The Nomination Committee is under written confidentiality obligations in relation to the professional conduct information received.

### **Mandatory Governance Session (February 22):**

Attendance at the online Governance Session on February 22 (12–2 p.m.) is **mandatory** to be eligible for nomination by the Nomination Committee. (If unable to attend the live session on February 22, there will be an opportunity to view the recording on March 1 and to participate in a live Q&A immediately after.) Current Board Members seeking re-election are also required to attend this mandatory online session.

Every reasonable effort has been made to make the nomination process straightforward for prospective nominees. However, nominees are responsible for being aware of and following instructions relating to the call for nominee document requirements, submission instructions, and timeframes for the 2024 election year. Failure to abide by the process outlined herein may result in a nominee being disqualified from seeking nomination. The Nomination Committee specifically declines responsibility for the failure of any nominee to meet the requirements for nomination as set forth herein. Nominees are reminded that the decision is made in light of the requirements for that particular year and, should they not be nominated in a given year, they may be in a subsequent year.

## **6.0 Nominee Checklist**



- ☐ Register for and attend a mandatory [Governance Session](#) (February 22 or March 1, 2024)
- ☐ By 4 p.m. March 5, 2024 complete and submit all required information, including:
  - [Nominee Application Form](#)
  - Résumé or C.V
- ☐ Schedule and attend an interview with the Nomination Committee on March 14, 2024. Upon receipt of your nomination package, you will be contacted by Tracy Tough, Manager, Office of the CEO to schedule the interview.