



Board Policy

POLICY CATEGORY:	2.0 Board Governance and Operations
POLICY FOCUS:	2.7 Board Competencies and Board Member Selection Process
DATE OF POLICY:	November 2024

Policy Statement: Board Competencies

- 2.7.1** The Board will employ a competency-based approach for Board composition. The composition of the Board will strive to ensure that Board Members' collective knowledge, skills, perspectives, and experience are sufficient to enable the Board to effectively discharge its governing responsibilities.
- 2.7.2** Registrant and Lay Board Member competencies include knowledge, experience, and personal attributes, which may include the following:
- Understanding the role of professional regulators, the public protection mandate of the AIBC, the applicable legislation, regulations, bylaws and policies, and the core work of the AIBC.
 - Understanding the Board Member's role and fiduciary duties, good governance principles, and the stewardship responsibilities of the Board.
 - Experience in board governance, risk management, budget and financial performance, human resources, and strategic planning.
 - Personal attributes including integrity, objectivity and independent-mindedness, informed judgment, analytical thinking, and behaviour skills such as ability to present opinions, willingness and ability to listen, ability to ask questions, flexibility, conflict resolution, and dependability that will allow them to perform effectively.
- 2.7.3** Registrant Board Member criteria may also include consideration of the Registrant's province of ordinary residence, length of time registered, pathway to registration, size of firm employer, past or pending legal or administrative proceedings or any other criteria determined by the Board. Any such criteria must be described in this policy or in Bylaw to be considered in the Nomination Committee selection process.
- 2.7.4** The Board Chair requires specialized competencies to adequately perform the duties of the role, including the ability to: effectively preside over Board meetings; act as public spokesperson for the Board; and coordinate and direct the work of the Board.
- 2.7.5** Compliance monitoring of this policy is included in the Governance Advisory Group's terms of reference.

Accordingly, the Board and CEO & Registrar together will ensure that:

- 2.7.6** A gap analysis is conducted to determine the status of Board competencies, and/or record of the current Board Member competencies is kept. The gap analysis will be based on a self-assessment completed by Board Members.
- 2.7.7** The required and desired competencies described in this policy are included in the nominee information package, which is published and communicated to Registrants.
- 2.7.8** In response to the evolving landscape of professional regulation, the Board will be kept informed of any required changes to the competencies identified in this policy in order that the competencies remain current to the needs of the AIBC Board.
- 2.7.9** Competency development opportunities are provided for Board Members to gain the required competencies.
- 2.7.10** Training may be provided to the Board Chair to support development of the required competencies.

Policy Statement: Board Member Selection Process

- 2.7.11** Board competencies and Board Member selection processes will comply with the *Professional Governance Act (PGA)*, *PGA General Regulation*, and AIBC Bylaws.
- 2.7.12** Along with qualifications specified in the PGA and Bylaws, prospective Registrant Board Members must also demonstrate adequately, in the opinion of the Nomination Committee, proficiency in the competencies identified as necessary.
- 2.7.13** The Registrant Board Member nominee assessment and selection process must:
 - Allow nominees to be assessed against the needs of the Institute;
 - Ensure a democratic process whereby all nominees nominated by the Committee will be included on the election ballot;
 - Support diversity including academic backgrounds and experiences, regional diversity including rural and remote communities, and diverse practice experiences and backgrounds;
 - Facilitate participation from interested candidates from across British Columbia; and
 - Respect the integrity of the selection process, including the confidentiality of the nominees.
- 2.7.14** The Registrant Board Member nominee assessment process should consider the following:
 - Succession planning for Board Members, taking into account the challenges and opportunities facing the Institute, and the skills and expertise needed on the Board in the future.
 - An evaluation tool to assess each nominee against the criteria.
 - An interview process.
 - A feedback mechanism for those nominees not indicated as having met the criteria established by the Nomination Committee.

2.7.15 In addition to the eligibility requirements described in the PGA and Bylaws, to be eligible for nomination by the Nomination Committee to stand for election, Registrant Board Member nominees must:

- Submit by the published deadline, a complete nominee application package. The application package includes the application form and a résumé or C.V, and any other information that the Board or the Nomination Committee may deem required. The following information must be included on the application form:
 - Registrant's name, and AIBC ID;
 - information regarding how the Registrant meets the competencies;
 - a nominee statement; and
 - a declaration consenting to: participation in the nomination process; disclosure to the Nomination Committee information about the nominee's professional conduct history while registered with the AIBC; and publication of the nominee statement to support the election process;
- Attend an in-person (when possible) interview with members of the Nomination Committee if an interview is part of the nominee assessment process; and,
- Attend an AIBC-delivered governance session.

2.7.16 The Nomination Committee Report to the Board will include:

- The nominee selection process undertaken and the results of the selection process;
- Confirmation that the process undertaken was compliant with the PGA, Bylaws and this policy; and
- The Nominee List (per Bylaw 2.54).

2.7.17 The Nomination Committee Report to the Board may be made public, at the Board's discretion.

2.7.18 The AIBC will participate in the assessment and selection process required of the Crown Agencies and Board Resourcing Office (CABRO) for the appointment of Lay Board Members.

Accordingly, the Board and CEO & Registrar together will ensure that:

2.7.19 The Nomination Committee is advised of the required and desired Board competencies sought each election year to support the Committee assessment processes.

2.7.20 The Registrar confirms to the Nomination Committee the nominees Good Standing.

2.7.21 Staff administrative support is provided to the Nomination Committee in its fulfillment of the requirements of this policy.

2.7.22 A Nomination Committee is populated, with an approved terms of reference.

2.7.23 Nominee packages are provided to the Nomination Committee with sufficient time for review.

- 2.7.24** Members of the Nomination Committee sign a confidentiality and document disposal agreement. The Chair's final interview form notes, summarizing the Committee's discussion will form the basis of the final nominee record, along with the nominee evaluation summary.
- 2.7.25** The nominees, including application packages, are kept confidential until such time that the Nomination Committee prepares the Board report with the Nominee List. The Nominee List is to include only those nominated by the Committee to stand for election. The names of nominees assessed by the Committee and not nominated are withheld from the report to the Board.

Policy Statement: Registrant Board Member Temporary Appointment

- 2.7.26** The Board may fill a Registrant Board Member vacancy that results from the conditions specified in Section 26(4) of the *Professional Governance Act*, or that results from a fewer number of elected Board Members then there are vacant Board positions, with a temporary appointment, in accordance with the process and selection principles specified in the *PGA General Regulation* and AIBC Bylaws.
- 2.7.27** The Nomination Committee, according to the merit-based criteria and principles described in the *PGA*, *PGA General Regulation*, Bylaws, and this policy, will qualify any Registrants for temporary appointment by the Board.
- 2.7.28** The Nomination Committee Report to the Board will include:
- The nominee selection process undertaken and the results of the selection process;
 - Confirmation that the process undertaken was compliant with the PGA, Bylaws and this policy;
 - To support the Board's deliberation of nominees, the Board will be provided with the application package(s) of those Registrants nominated by the Committee; and
 - The Nominee List (per Bylaw 2.54).
- 2.7.29** The Nomination Committee Report to the Board, with the exception of the Nominee List, may be made public, at the Board's discretion.
- 2.7.30** The Governance Advisory Group may invite the Chair of the Nomination Committee to attend the Board meeting to respond to the Committee report and its contents.
- 2.7.31** The Board will consider the information before them and, *in camera*, discuss and take a vote to decide on the temporary appointment.
- 2.7.32** The Board Chair or Vice Chair will inform the successful nominee of their temporary appointment as Registrant Board Member.

Revision and Approval Log

November 2024	Approved by AIBC Board