



**CALL FOR EXPRESSIONS OF INTEREST FOR A PUBLIC MEMBER OF THE  
GOVERNING BOARD OF THE BCRSP**

The Board of Canadian Registered Safety Professionals (BCRSP) is looking for a qualified individual to serve as the *Public Member* on the BCRSP's Governing Board. (For an initial term of one year from July 1, 2018 to June 30, 2019)

The BCRSP is a not-for-profit certification body incorporated by Letters Patent in February 1976. It is an accredited Personnel Certification Body (PCB) under ISO 17024 granted by the Standards Council of Canada.

As one of 10 Governors, you will be expected to apply your knowledge, skills and experience to represent the viewpoints of the public to the deliberations of the Governing Board.

The *Public Member* may be a professional but **must not be a CRSP or have similar credentials**. The *Public Member* has full voice and vote and in addition to the Governing Board, is expected to serve on designated standing committees including the Discipline Committee and the Nominations and Leadership Development Committee.

As the *Public Member*, you commit to attending all Governing Board meetings (typically three annually, Jan/Feb, June and Sept/Oct), a one day strategic planning meeting (usually Nov/Dec) and a Board orientation meeting for new Governors. (The minimum annual time commitment is three weekends (9-10 days), one day orientation, plus time between meetings for email communications along with committee activities that will vary depending on the committee.)

The *Terms of Reference* (Appendix A) outline criteria for the *Public Member* position.

If you are interested in applying, please complete the Expression of Interest Form (Appendix B).

***Submissions, including all supporting documentation, must be received at the Board office via courier, email (nwright@bcrsp.ca) or ExpressPost on or before January 22, 2018. All applications will be acknowledged.***

Thank you,

Dave Turner, P.Eng., MBA, CMSP, CRSP, Past Chair, Governing Board  
Chair, Nominations and Leadership Development Committee

## **APPENDIX A: PUBLIC MEMBER - TERMS OF REFERENCE**

### **1. PREAMBLE**

There is a requirement to have a *Public Member* on the Governing Board to represent the public who may be directly or indirectly impacted by the actions or decisions of the Governing Board and/or individual certificants. The *Public Member* contributes significantly to the governance process by assisting the Governing Board to focus on the higher-level policy issues. The *Public Member* also brings an external viewpoint to the Governing Board aimed at enhancing the quality and appropriateness of its policies and decisions. The *Public Member* provides an assurance to the public that the BCRSP conducts its affairs with the knowledge that its policies and procedures are being monitored externally.

### **2. MANDATE**

The mandate of the *Public Member* is to serve as a window through which the public is able to assess objectively the effectiveness of the Governing Board in fulfilling its mandate. The *Public Member* shall also safeguard the confidentiality, objectivity and impartiality of the operations of the certification body and provide input on potential conflicts-of-interest.

The *Public Member* has the authority to escalate unresolved issues regarding confidentiality, objectivity and impartiality of the certification process to the Standards Council of Canada as the accrediting agency of ISO 17024.

While serving on standing committees where appropriate (i.e.-Discipline Committee, Nominations and Leadership Development Committee), it is essential to provide impartiality and objectivity. The *Public Member* should not be involved with routine committee work that could influence their ability to safeguard confidentiality, objectivity and impartiality.

### **3. CRITERIA**

As per the BCRSP Bylaws, any individual is eligible for election to the Board as the Public Member if:

- a) the individual is not and has never been a health and safety professional;
- b) no findings have been made against the individual by a criminal court or any professional regulatory body in the preceding three (3) years;
- c) there are no outstanding and final fees, fines, or orders against the individual imposed by any court or regulatory body;
- d) the individual is not a director, owner, board member, officer or employee of any safety professional advocacy association;
- e) the individual has not been disqualified from the Board or a Committee of the BCRSP in the preceding three (3) years;
- f) the individual is not a member of the Council or Board or of a Committee of any other safety profession regulatory body; and
- g) the individual has not been a member of the staff of the BCRSP at any time within the preceding three (3) years.

The *Public Member* has full voice and vote and may serve on standing committees and task forces of the Board but may not hold an officer position or have certificants voting privileges.

Candidates for the *Public Member* appointment must:

- be a Canadian citizen residing in Canada;
- have employer support (unless retired from full-time employment);
- have basic computer skills and a compatible computer system;
- work well in a not-for-profit, volunteer driven environment;
- agree to become familiar with the BCRSP's bylaws, policies and procedures; and
- sign a "Security Agreement" including a "Conflict-of-Interest" statement.

*Public Member* candidates preferred competencies include:

- previous experience serving on a not-for-profit board;
- previous strategic planning and policy setting experience; and
- senior management experience.

**4. APPOINTMENT**

The Governing Board, on the recommendation of the Nominations and Leadership Development Committee, shall appoint a *Public Member* to bring viewpoints from the public to the deliberations of the Board.

**5. TERM OF OFFICE**

The *Public Member* shall be elected for a term of one (1) year and may, serve a maximum of six (6) consecutive terms.

**6. REMOVAL FROM OFFICE**

The *Public Member* may be removed from office by a majority vote of certificants.

**7. MEETINGS**

The *Public Member* will be expected to attend the three Governing Board meetings scheduled annually. The *Public Member* will receive all meeting notices, all Governing Board communications and the minutes and appendices of all Governing Board meetings.

**8. REMUNERATION**

The *Public Member* shall not receive compensation for service; however, the Board will provide reasonable travel and accommodation expenses for Governing Board meeting attendance as well as directors and officers errors and omissions insurance coverage.

## APPENDIX B – EXPRESSION OF INTEREST FORM (PUBLIC MEMBER)

The *Public Member* is a person who brings an external public perspective to the deliberations of the Governing Board. The *Public Member* may be a professional, but must not be a CRSP or have similar credentials.

I, \_\_\_\_\_, understand that for the BCRSP to acknowledge me as a *Public Member* on the Governing Board of the Board of Canadian Registered Safety Professionals, I must meet the following criteria.

### Eligibility for election as Public Member

Any individual is eligible for election to the Board as the Public Member if:

- The individual is not and has never been a health and safety professional;
- No findings have been made against the individual by a criminal court or any professional regulatory body in the preceding three (3) years;
- There are no outstanding and final fees, fines, or orders against the individual imposed by any court or regulatory body;
- The individual is not a director, owner, board member, officer or employee of any safety professional advocacy association;
- The individual has not been disqualified from the Board or a Committee of the BCRSP in the preceding three (3) years;
- The individual is not a member of the Council or Board or of a Committee of any other safety profession regulatory body; and
- The individual has not been a member of the staff of the BCRSP at any time within the preceding three (3) years.
- The individual has not have been declared incapable by a court in Canada or in another country
- The individual does not have bankrupt status

Please check:

- I am a Canadian citizen
- I have my employer's support (if applicable)
- I possess basic computer skills

Do you have previous experience serving on a not-for-profit, volunteer board?

- Yes
- No

Do you have previous strategic planning and policy setting experience?

- Yes
- No



Do you have senior management experience?

- Yes
- No

If appointed as the *Public Member*, I agree to:

- sign a “Security Agreement” including a “Conflict-of-Interest” statement
- attend the Governing Board meetings as scheduled
- participate in the assigned Committees

Exception explanations:

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Occupation and discipline

(if retired from the work force, provide required information prior to retirement):

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Indicate the specific public perspective you bring to the Governing Board:

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Submit your expression of interest form along with a copy of your resume to:

Courier: Board of Canadian Registered Safety Professionals  
6700 Century Ave Suite 100  
Mississauga, ON L5N 6A4

ATTENTION: Nikki Wright, CAE, Executive Director

OR via Email to: [nwright@bcrsp.ca](mailto:nwright@bcrsp.ca)

Deadline is January 22, 2018