

December 20, 2023

Nomination application package

ASTTBC is now inviting practising and retired registrants in good standing to apply for nomination to run for one of the three (3) expected vacant Board seats in its election beginning May 3, 2024. Elected Board Directors will be announced prior to and begin sitting on the Board following ASTTBC's Annual General Meeting on June 4, 2024.

The deadline for applications for nomination is 4:00 pm PST on Wednesday, March 6, 2024. No applications will be accepted for consideration after this time.

About ASTTBC and its Board of Directors

Background

The Applied Science Technologists & Technicians of British Columbia (ASTTBC) Board of Directors (Board) governs ASTTBC. The Board determines ASTTBC's strategic priorities and makes Bylaws (<https://asttbc.org/asttbc-bylaws>) that govern ASTTBC's operations.

Operating since 1958, ASTTBC regulates approximately 8,000 applied science technologists, technicians and technical specialists in British Columbia under the [Professional Governance Act](#) ("PGA"). In February 2021, the Applied Science Technologists and Technicians Act was repealed and ASTTBC continued as a regulatory body under the PGA. This represents a shift in the role of the organization and in the role of Board Directors on the ASTTBC Board. That change is reflected in the application form below.

Further information about the general duties and responsibilities of regulatory bodies under the PGA may be found here:

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/18047#section22>

Purpose

ASTTBC protects the public by ensuring that technologists, technicians, and technical specialists practise safely, competently, and ethically. It registers, regulates, and when necessary, investigates and disciplines BC's applied science and engineering technology professionals.

Mission, vision, and values

Information about [ASTTBC's mission, vision, and values](#) is available on the ASTTBC website.

Annual report

The [2022 Annual Report](#) on the ASTTBC Website.

Eligibility

To be eligible for nomination to run for election to the Board, a registrant must be:

1. A practising or retired registrant of ASTTBC;
2. In good standing; and
3. Ordinarily a resident in British Columbia.

A registrant is **not** eligible for a position on the Board if they:

1. are not a resident of British Columbia,
2. are the subject of a citation for a discipline hearing which is to be scheduled or which is in process in British Columbia, another province, or a foreign jurisdiction that could result in the registrant's entitlement to practice in the applicable jurisdiction being cancelled, revoked, suspended or subject to restrictions, terms or conditions for any reason other than late payment or non-payment of fees,
3. are the subject of an ongoing investigation as a result of a complaint or a duty to report,
4. have been found by any court, inside or outside of Canada, to be incapable of managing their own affairs,
5. are an undischarged bankrupt, or
6. hold the position of a director, officer or employee of a professional association and/or advocacy body of engineers, applied science and/or engineering technologists or technicians, or a technical specialist subclass or group of subclasses, or have held such a position in the previous six months.

Selection criteria

Nominees will be selected according to the selection criteria identified at section 25(1) of the Professional Governance Act and set out at section 5 of the Professional Governance General Regulation.

Please provide as many details in your answers as possible, your application will be scored using a matrix and the scoring is based on your answers. **You will need a minimum of 65% to pass and be recommended to run in the elections.**

These selection criteria are:

- a) **merit**, which principle is upheld by a nomination committee having regard to the skills and experience of a nominee that are determined to best meet the needs of the regulatory body;
- b) **integrity**, which principle is upheld by the nomination committee having regard to information about the nominee, including information entered on the register relating to the nominee or other information about the nominee's professional conduct and competence, that may support, affect or compromise the nominee's capacity
 - (i) to perform and uphold the duties and functions of a registrant board Director with objectivity and honesty, and
 - (ii) to act ethically without seeking improper personal or corporate gain that would not normally be accepted as compensation by the nominee as a professional.

In addition, the Board of Directors (Board) has adopted a **Competencies and Composition Matrix** under section 6(4) of the *Professional Governance General Regulation* to assist the Nomination Committee in identifying the best possible applicants to run for election to the Board.

Applicants for nomination to run in the Board Election are expected to possess the values and attributes expected of all Board Directors (*set out at #1 in the list below*) and either bring or would be willing to learn the skills, practices, and knowledge expected of all Board Directors (*set out at #2 below*).

If they wish to do so, applicants are also welcome, but not required, to identify that they bring diverse experiences, backgrounds and perspectives (*set out at #3 below*) as well as the professional experience, knowledge, and skills (*set out at #4 below*) that the Board seeks to include.

1. All Board Directors will bring the following VALUES and ATTRIBUTES to the table:

- Act with integrity and speak the truth; be able and willing to take full responsibility for decisions made; work within an ethical framework; and follow through on commitments.
[Professionalism, Accountability, Integrity and Inclusion]
- Appreciate that, at times, plans will adjust to meet changing circumstances and needs.
[Adaptability]
- Recognize that, in a complex system, what can emerge from collaborative and meaningful engagement and discourse will be stronger than what is created in isolation.
[Collaboration]
- Be open to new or broader perspectives; employ a learning mindset by listening and becoming better informed; and take time to self-reflect and acknowledge the impact of personal power and privilege when contemplating decisions.
[Humility]
- Actively commit to creating safe gathering spaces that welcome and support all who wish to connect, learn, share, belong, and grow.
[Inclusivity]
- Make decisions based on evidence and good information, that will best fulfill ASTTBC's mandate to protect the public and the environment. Focus on the future, be proactive, rather than reactive.
[Objectivity]
- Have passion for ASTTBC's mission and vision, and a desire to serve the public in an open and transparent manner; concern for the public and the environment, an understanding and appreciation of, and commitment to, the Board's role and the time required to diligently execute that role; and recognize that the interests of the public and environment will always be prioritized over personal or professional interests.
[Public Service]
- Work well with others to support a culture of trust; be present and participate fully in discussions, fostering and promoting, not impeding or stifling, robust dialogue; and remain aware and sensitive to the impact of language used.
[Respect]

- Have a clear understanding of personal strengths and privileges, the consequences of bias and potential conflicts of interest; recognize the value of continuous development and improvement; and be open to reflection, feedback, and opportunities to learn, relearn and unlearn.
[Self-Awareness]

2. All Board Directors will bring, or be willing to learn, the following SKILLS, PRACTICES and KNOWLEDGE:

- Understanding of what it means to be anti-racist and an ally and knowledge of how to actively model this behavior; ability to speak up and acknowledge instances or systems of oppression; and ability to hold self and others accountable for creating safe and inclusive spaces in which honest conversations about racism and privilege can occur.
[Anti-Racism and Allyship]
- Understanding of the social, legislative and political history of the Indigenous peoples; the impact of colonialism in Canada and its enduring traumatic legacy; the effects of widespread Indigenous-specific racism within the applied science technology sector; and knowledge of how Indigenous self-government and self-determination works in this province.
[Indigenous Context]
- Ongoing learning, appreciation and respect for the distinct and important Indigenous-specific rights, approaches, protocols and perspectives that inform discussion and decision-making; ability to contribute to and support ASTTBC as it works to develop a culturally safe organization and technology sector through the practice of cultural humility; and an ability to support and respect those who communicate they are feeling unsafe.
[Cultural Safety and Humility]
- Reasonable understanding of financial and budgeting information, and the confidence to ask questions that safeguard the financial stewardship of ASTTBC.
[Financial Literacy]
- Understanding of the Board Director's role and fiduciary duties, good governance principles, and the stewardship responsibilities of the Board. [Governance]
- Understanding of the role and philosophy of applied science technology regulators, ASTTBC's mandate to protect the public and the environment, the applicable legislation, regulations, bylaws and policies, and the core work of ASTTBC.
[Applied Science Technology Regulation]
- Understanding and appreciation of the development and limitations of policy and decision-making in a large, complex system; and ability to ensure that decisions are based on clear, objective principles, as informed by evidence and best practices.
[Organizational Decision Making]
- Awareness of the complex system in which ASTTBC works, including the partners within that system, and the impact that ASTTBC decisions have on this greater community.
[System Thinking]

- Ability to efficiently navigate and use ASTTBC's computer and conferencing systems, adhering to applicable security and privacy policies. [Digital Literacy]

3. Board will seek to include the following DIVERSE EXPERIENCE, BACKGROUNDS, and PERSPECTIVES:

- Diverse leadership and other experience in the public, private, applied science technology, and regulatory sectors, to promote knowledge and the sharing of best practices.
- A variety of cultural and historical backgrounds and experiences that reflect the communities ASTTBC serves and the cultural context within BC's applied science technology sector.
- Diverse practice discipline areas and experiences and educational backgrounds that inform dialogue and decision-making, ensuring decisions meet intended objectives, are practical and, ultimately, protect the environment and public.
- Local, national, and international academic and professional backgrounds and experiences, including experiences as a regulated professional, that reflect the diverse education and knowledge of registrants and the public served by ASTTBC.

4. One or more Board Directors will have the following specific PROFESSIONAL EXPERIENCE, KNOWLEDGE, and SKILLS:

- Knowledge and experience as a Board Director, including the ability to calmly weigh evidence, think critically, consider options and bring sound judgement to decision making.
- Business experience, an understanding of what an organization needs to operate effectively, including the economic forces that need to be incorporated into decisions, and good management principles.
- Experience in facilitating Board of Directors or committee meetings, developing a Board culture, creating safe collaborative environments, leading sensitive conversations, and fostering Board effectiveness.
- An understanding of how to sustain and evolve an effective and meaningful risk management and risk oversight program.
- Experience developing and working with a governing Board of Directors to oversee executive performance management and succession planning.
- Experience leading a team to articulate a vision, identify strategic priorities, and oversee organizational performance.
- Change management and transformation experience that will support ASTTBC's ability to adapt, evolve and lead change.
- Accounting or financial management experience and the ability to support Board Directors without this experience execute their financial oversight responsibilities.

- A deep understanding of how government works, and how to affect change within government.
- Experience in strategic communications and stakeholder relations.
- Experience in advancing strategies that promote equitable access and opportunities, and in developing practices to correct non-inclusive behaviour.
- Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public and environment.
- Experience developing teams and environments that foster new thinking, new products, and system disruption.
- An understanding of IT/IM systems, security, and sector change.
- An understanding of contracts, privacy, employment, labour, litigation management, and administrative law.

Commitment

Volunteering as a Board Director requires a significant time commitment over the course of a three-year term. The time commitment for the Chair, Vice Chair and Past Chair roles is significantly greater. Meeting schedules are distributed to successful candidates at the Annual General Meeting.

Board Directors are generally expected to attend all meetings, and to review written materials before each meeting. Meetings usually take place in the Lower Mainland, but virtual attendance is also an option. Board Directors are volunteers, but ASTTBC funds travel, food and accommodations in support of volunteer duties. The following table sets out a typical time commitment for a Board Director.

Activity	Time Commitment
Board Meetings	5 days a year
Board Orientation	1 day
Annual General Meeting	1 day
Meeting Preparation	Approximately 4 hours per meeting
Executive Committee	6 ½ day meetings per year
Events	Depends on Board Director's interest – could be 2-4 per year
Time on the Board is eligible for continuing professional development hours.	

How to apply

To apply for nomination to run in the ASTTBC Board of Directors Election, please email the following documents to ssharp@asttbc.org with the subject line "Application for Nomination" **before 4:00 pm PST on Wednesday, March 6, 2024. Please note, no applications will be accepted after this time.**

1. A completed [Application for Nomination](#):
 - a. that you have the values and attributes expected of all Board Directors (*set out at #1 in the list above*);
 - b. that you either bring or would be willing to learn the skills, practices, and knowledge expected of all Board Directors (*set out at #2 in the list above*); and
 - c. any diverse experiences, backgrounds and perspectives (*set out at #3 in the list above*) and/or
 - d. that you have professional experience, knowledge and skills (*set out at #4 in the list above*) that you wish to identify.
2. a resume or curriculum vitae setting out your professional practice history and educational history;
3. names, email addresses, and telephone numbers of two (2) references who are in a position to verify the information that you have provided; and
4. a declaration of any real or perceived conflicts of interest you may have.

Inquiries may be directed to the Registrar and Nomination Committee by email at ssharp@asttbc.org.