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Call for Expression of Interest – Public Member

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, 2024, to June 30, 2025)

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 CRST or have similar credentials and should not be employed as a safety practitioner**. 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 Committee.

As the Public Member, you commit to attending all Governing Board meetings. The Board conducts four (4) meetings per year, three in person and one virtual and the schedule is determined annually by the Board. The BCRSP covers travel expenses to attend Governing Board meetings which are held in various locations across the country. In addition, attendance is expected at a Board orientation meeting for new Governors which is a one-day meeting held in Mississauga, Ontario at the BCRSP office. (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 committees.)

If you are interested in applying, please complete the [Expression of Interest Form](#).

Submissions, including all supporting documentation, must be received at the Board office via email (nwright@bcrsp.ca) on or before January 30, 2024. All applications will be acknowledged.

Thank you,

Robin Angel, CRSP, Past Chair, Governing Board
Chair, Nominations Committee



About BCRSP

The Board of Canadian Registered Safety Professionals (BCRSP) acts in the public interest in granting certification and upholding it as a recognized standard of excellence for competent and ethical safety practitioners. A federally incorporated not-for-profit organization, BCRSP establishes and enforces education, examination, experience, and ethics requirements for CRSP and CRST certified professionals.

The Role of the Governing Board

The Governing Board, as the strategic governing body of the organization, is the policymaking and oversight body responsible for furthering the BCRSP's mission and vision and it acts in the public interest. The board is comprised of professionals who possess the CRSP or CRST certification, plus representation of the public via the public member position.

The Board conducts four (4) meetings per year, three in person and one virtual, and the schedule is determined annually by the Board. The BCRSP covers a governor's travel expenses to attend Governing Board meetings which are held in various locations across the country.

Key Responsibilities of the Public Member

The public member is a BCRSP Governor with full voting privileges. Governors are expected to:

1. Understand the Mission, Vision, Values, Bylaws & Management System of the BCRSP.
2. Be aware of and disclose potential or actual conflicts of interest initially and as they arise over time, and in the event of a conflict, abstain from participating and/or voting as appropriate, and abide by the Organization's Conflicts of Interest Policy, which is a component of Governing Board Agreement
3. Act with diligence, care, and skill a reasonably prudent person would exercise in the same context, and with obedience to the organization's values, mission, and policies. The parameters of the standard of care required by each Director are further determined by the organization's legal requirements.
4. Attend, come prepared for, and actively engage in deliberations and discussions at Board and Board Committee meetings.
5. Exercise their best independent judgment in executing all Director duties.
6. Consider only the best interests of the public and the organization in making decisions.
7. Maintain Confidentiality of the BCRSP Governing Board information following the Board's Code of Conduct.
8. Foster Healthy Board Relations by understanding and complying with the expectations of each other as Board members, by contributing to an effective team dynamic within the Board, and by supporting the Board Chair



9. Be accountable for all assigned committee responsibilities.
10. Be enthusiastic and passionate about the BCRSP and the BCRSP certifications and promote the CRSP and CRST Brands.
11. Promote Board renewal by encouraging others to serve.
12. Participate in the collective performance assessment of the Board and the Executive Director.
13. Support and accurately represent the Board's positions and decisions.
14. Maintain knowledge on current and potential future issues that may affect the organization and help the organization prepare for them.
15. Remain in good standing in your respective profession and communities.

What BCRSP Governing Board Service Offers to Its Individual Board Members

While all Governing Board members volunteer their time, talent, and energy, the current and past Governors will attest to the fact that their personal and professional rewards are substantial. Specifically, these individuals have articulated the following benefits:

- Peer to peer networking opportunities
- An opportunity to give back to the profession and have an impact
- A chance to build on the work of previous boards
- An opportunity to learn a variety of governance best practices
- An opportunity to professionally develop through Board training experiences
- An opportunity to shape the future of the safety profession

Note: While there is no cash compensation, the BCRSP does cover the cost of travel, meals and accommodations for all Board-related travel.

APPENDIX A: PUBLIC MEMBER - TERMS OF REFERENCE

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.

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, 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.

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.

APPOINTMENT

The Governing Board, on the recommendation of the Nominations Committee, shall recommend a *Public Member* to bring viewpoints from the public to the deliberations of the Board. The public member position will be voted on at the Annual General Meeting of certificants.

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.

REMOVAL FROM OFFICE

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

MEETINGS

The *Public Member* will be expected to attend the four 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.

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.

Application Form – Public Member

Application Form: <https://form.jotform.com/233396358333260>

Submission deadline is January 30, 2024