



Nominations Period Open for College Council Positions

We are now accepting nominations for the election of College Council members at the Annual General Meeting (AGM) on April 5, 2019. All Registered Professional Biologists, Registered Biology Technologists, Applied Biology Technicians, and Retired registrants are eligible to serve on the Council.

The nomination deadline is 2:00 pm on Friday January 25, 2019.

Nomination for election to Council

I (please print)

SIGNATURE:

REGISTRATION NUMBER:

EMAIL:

PHONE NUMBER:

Note: By signing this form, you consent to be contacted by the Registrar to complete a declaration form regarding the nominee. All information received is subject to FOIPPA.

I (please print)

SIGNATURE:

REGISTRATION NUMBER:

EMAIL:

PHONE NUMBER:

Note: By signing this form, you consent to be contacted by the Registrar to complete a declaration form regarding the nominee. All information received is subject to FOIPPA.

Hereby nominate (please print)

REGISTRANT NUMBER:

to stand for election to the Council of the

College of Applied Biology (check one only) for the 2019-2021 term to the position of:

Vice-President (two year term – 1 to be elected)

Regional Councillor (two year term – 2 to be elected)

Councillor at Large (two year term – 1 to be elected)

I accept the nomination to stand for election to the above noted office

NAME:

REGISTRANT NUMBER:

(please print)

SIGNATURE:

DATE:

EMAIL:

Email form to registrar@cab-bc.org. Nominations must be received by 2:00 PM (PST), January 25, 2019.

Information for, and Expectations of, College of Applied Biology Council Members



**COLLEGE OF
APPLIED BIOLOGY**
Professional Accountability

Welcome to the College of Applied Biology Council! The Council is the governing board of the College, responsible for sound financial management, strategic planning and implementation of the strategic plan, and ensuring that the College meets its public interest mandate. The Council is composed of 10 elected members and up to three (3) Lay members (non-College members who are appointed to the Council by the provincial government to ensure that the College operates in the public interest). Councillors and Lay members serve on the board as well as various committees in order to meet the objectives of the Council. Participating on the College Council is a wonderful opportunity to contribute to your profession.

How often does the Council meet?

The College Council meets approximately five (5) times per year. Meetings are typically held in March/April (the day following the AGM – the 2019 meeting will take place on **Saturday April 6th, 2019**), June, September, November, and January. Meeting dates are established at the March/April Council meeting and all Councillors have input into establishing dates. There are occasionally added meeting dates associated with strategic planning sessions or membership outreach, and those extra dates tend to be associated with Council meetings. Expenses to attend Council events will be reimbursed in accordance with the College's expense policy.

The majority of Council meetings are held in the Lower Mainland, although sometimes they're held in Victoria or Nanaimo, or a location associated with a CPD event. The composition of the Council influences where Council meetings are held.

What does the Council do?

The Council meetings are the business meetings of the board where the Council discusses, approves, and directs activities of staff and committees to meet the College's public interest mandate, implement the Council's strategic plan, and address any other outstanding issues.

Much of the work in meeting the mandate of the College and furthering the strategic plan between Council meetings is done at the committee and staff level. Committees work with staff to complete tasks assigned by Council.

What are my responsibilities as a Councillor?

Your responsibilities as a Councillor are to contribute to the discussions and decision-making ability of the board, and to contribute your energy and ideas in helping the board and committees attain the objectives outlined in the strategic plan for the College.

The Council is most effective when all Councillors regularly attend Council meetings and participate on at least one or (preferably) more committees. For the most efficient discussions and decisions, it is optimal that all Councillors attend all Council meetings in person or, if there is an unavoidable conflict, endeavour to attend by teleconference, or submit written comments prior to the meeting to assist the Council in its deliberations. Materials for the

Council meeting are distributed in advance of the meeting; to be able to contribute to discussions and decisions it's important that you review the materials before the meeting.

During meetings, contribute to discussions and bring your ideas forward for discussion. Focusing on Council business and avoiding other non-College-related work or activities at the Council table will promote a productive work environment.

Committees are where much of the work in between Council meetings is accomplished. The meeting schedule and workload varies between committees. There are numerous opportunities to get involved and contribute in areas that reflect your interests and your goals for running for Council.

The Council is directed by the comprehensive governance principles in the Governance Policies and Procedures Manual for Council and Committee Members (Section 3.2). Council and committee members have a responsibility to:

- understand and fulfill responsibilities of the organization and the body on which they serve;
- exercise independent judgment in assisting Council to form opinions;
- conduct the affairs of the College in full compliance with the *Act* and Rules at all times;
- declare any real or perceived conflict of interest of a personal or organizational nature;
- conduct themselves in an ethical, respectful and professional manner;
- respect the confidential nature of any information considered in closed or *In Camera* sessions;
- recognize that once Council has formed a position the President, and any other person tasked with representing Council, shall convey only Council's position in all communication with committees, staff, external bodies, and others;
- recognize that authority rests in Council, as represented by the President, and not individual Council members; and
- attend and prepare for meetings in a dedicated and diligent manner.

What will be my first activities as a Councillor?

Once you have been elected you will receive an orientation package. Staff and members of Council will provide information, answer questions, and direct you to relevant meeting materials in preparation for your first Council meeting.

The day following the College AGM/conference is the first meeting of the new Council (the 2019 meeting will take place on **Saturday April 6th, 2019**). As a newly elected Councillor, this will be your first Council meeting. It is at this time the new Council will select meeting dates for all subsequent Council meetings up until the next AGM/conference.

When you join the Council you will be asked to sign a Conflict of Interest Policy and a Respectful Workplace Policy.

I have read and understood the above expectations of a Council member.

Signature:

Date:
