**CSAP Board of Directors Candidate Application**

**2021**

**Director Criteria**

**Mandatory experience:**

1. Three years as a member in good standing of CSAP

2. Two years serving on a CSAP standing committee

3. A minimum of 3 CSAP submissions

**Additional preferred experience:**

1. Management experience - details to be provided by candidate

2. Previous Board experience - details to be provided by candidate

**CSAP Director Candidate Pathway**

CSAP is a working Board, each Board member is expected to Chair an active committee on behalf of the Board. Committee work is administrative in nature and as such requires Directors with an interest and aptitude for administration along with consulting expertise. Roughly 80% of Board time is spent dealing with administrative issue with the remaining

20% spent on matters of a technical nature. The Board time requirements are one 3 or 4 hours bi- monthly meeting and up to a 2-hour associated review period of materials for each meeting. There are 28 committee positions through which to

gain the necessary experience. The waiting time to receive a committee appointment is less than 1 year.

**Committee Structure and tenure:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee** | **# of Members** | **Tenure** | **Special requirements** |
| **Membership** | **6** | **2 – 2 year terms** |  |
| **PD Sub-Committee** | **6** | **2 – 2 year terms** |  |
| **Technical Review** | **6** | **2 – 2 year terms** | **Requires a balance of experienced****risk and standards assessors** |
| **Performance Assessment** | **6** | **2 – 2 year terms** | **PA Panel Member** |
| **Discipline** | **4** | **2 – 2 year terms** |  |

**Annual Committee Meeting Schedule:**

**Membership**

 Meets quarterly **Performance Assessment** Meets monthly

**Discipline**

 Meets semi – annually, or as required

**Technical Review**

 Meets bi-monthly

**Governance**

 Meets quarterly **Professional Development** Meets quarterly

**Note:** Committee Chairs, are expected to be available to handle committee issues as they arise. Committee work accounts for about 80% of the time commitment to CSAP while attending Board meeting and other Board activities accounts for the remaining 20%. Each committee has different time requirements and they will vary from year to year.

**Director and Committee remuneration**

**CSAP Board meetings**

**Committees**

**Exam development**

**Workshops**

**Experience Reviewers**

**Performance Assessment Panel members and Delegated panel member**

**Discipline Investigators**

**Technical Reviews**

The number of billable hours for meeting time will be established at the end of each Board meeting conducted in-person or by electronic means. Elected Directors will be remunerated at the rate of $120 per hour for in-person and electronic meetings, plus receipted travel expenses (per Expense Reimbursement Policy). Directors appointed by the Ministry of Environment and Climate Change Strategy will be remunerated at the rate of $6,000 per year plus receipted travel expenses (per Expense Reimbursement Policy).

Committee Chairs and members will be remunerated at $120 per hour of in person and electronic meeting time, plus receipted travel expenses (per Expense Reimbursement Policy).

Meeting action items and other work on behalf of the Committee that exceeds typical meeting preparation time will be remunerated at $120 per hour for a specified number of hours agreed to by the Committee chair and the Executive Director. Agreement to be attached to invoice.

Participants will be remunerated at the rate of $120 per hour of workshop attended, plus receipted travel expenses (per Expense Reimbursement Policy).

Participants will be remunerated at the rate of $120 per hour to a maximum of 4 hours and 1 additional hour if an interview with the exam candidate is required.

Remuneration at the rate of $175 per hour for each assessment, including meetings conducted in person or by electronic means. Receipted travel expenses will be reimbursed per the Expense Reimbursement Policy.

Remuneration at the rate of $175 per hour for each investigation.

Remuneration at the rate of $175 per hour unless otherwise stated in the Scope of Work document. For Technical Reviews commissioned by CSAP (i.e., through the Technical Review Committee) or requested by the ministry or another organization, a scope of work document stating the duties to be performed and billable hours must be established for each review.

The CSAP Board reserves the right to solicit participants based on relevant experience.

**Volunteer activities** Members participating in additional volunteer activities will be awarded Professional Development hours for in-person or electronic meeting time, plus receipted travel expenses (per Expense Reimbursement Policy).

**Representing CSAP** Members, Board members or Committee members invited to represent CSAP at meetings conducted by other organizations will be remunerated at $120 per hour of in person and electronic meeting time, plus receipted travel expenses (per Expense Reimbursement Policy).

**Notes:**

1. Reasonable receipted travel expenses will be reimbursed as per the Expense Reimbursement Policy and to a maximum of $750 per day.

2. Administrative fees or markup on disbursements will not be compensated.

3. Contracts requiring remuneration greater than $5,000 are subject to CSAP Rules, Part G. Procurement Policy.

4. Circumstances may arise that warrant an exception to the rules. Exceptions to the rules will be assessed on a case by case basis.