

CALL FOR NOMINATIONS FOR DIRECTORS

The CACB is seeking nominations for Directors to serve a three-year term, while striving to achieve gender balance and diversity on the Board

Nomination submissions must include a maximum 2-page résumé, a cover letter demonstrating an interest in the CACB and a knowledge of its Mission, Vision, and Mandate, along with the included Appointed Director Self-Assessment form. Information for prospective Directors is outlined below.

Qualification Criteria

Prospective Directors will be willing and prepared to commit time and thoughtful consideration to defining, evaluating, updating and renewing the policies, standards and operations of the CACB, through committees and at meetings of the Board. Below are the eligibility criteria:

- Nominees must reside in Canada;
- ROAC (Regulatory Organizations of Architecture in Canada) nominees must be registered/licensed architects or retired members in good standing with a Canadian Architectural Licensing Authority;
- CCUSA (Canadian Council of University Schools of Architecture) nominees must be architectural educators associated with a Canadian University; and
- Joint nominees (from both ROAC/CCUSA) must be registered/licensed architects in practice.

Accreditation visit experience through the CACB or our US counterparts, the NAAB (National Architectural Accrediting Board), as a team member or as a non-voting team member, is considered an asset.

Specific qualifications

In addition to the Competencies and Skills outlined in the attached Appointed Director' Self-Assessment form, the CACB seeks nominations for Directors that have knowledge and experience in:

- Accreditation; and
- Accounting;

The nominees are sought to meet the following requirements:

- Jurisdiction: From NB, NS, NFL, NWT, PEI, MB, or SK
- Language: At least one appointee must be fluent in both English and French.

Election

Received nominations, including cover letters, resumes and self-assessment forms, will be reviewed by the Nominating Committee and selections will be made using the CACB Board Experience and Competency Matrix scoring. Selected nominations will be brought for election by the CACB Members at their Annual General Meeting held in October. Elected nominees will be informed immediately and invited to the Fall Board Meeting in November.



CANADIAN ARCHITECTURAL
CERTIFICATION BOARD

CONSEIL CANADIEN DE
CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Orientation

Elected nominees will be invited to attend and complete the Governance Course before the Fall Board Meeting.

Elected nominees are encouraged to broaden their awareness of Indigenous culture by completing a mandatory training in alignment with the Board's support of the United Nations declaration on the rights of Indigenous Peoples, and Truth and Reconciliation Commission of Canada: Calls to Action.

The CACB

The CACB is a national independent non-profit corporation. It is the sole organization recognized by the architectural profession in Canada to assess the educational qualifications of architecture graduates and to accredit professional degree programs in architecture that are offered by Canadian universities.

The CACB receives its mandate from the ROAC and the CCUSA to:

1. Certify educational qualifications of individual architectural graduates;
2. Accredit professional architecture programs at Canadian universities;
3. Certify professional qualifications of broadly experienced foreign architects; and
4. Collaborate and conduct research, nationally and internationally, as it relates to architectural accreditation and academic certification.

Governance

The CACB is governed by a board of ten to eleven Directors, comprised of 3 individuals nominated by ROAC, 3 individuals nominated by CCUSA, 3 individuals jointly nominated by ROAC and CCUSA, and 1 to 2 individuals nominated by CASA (Canadian Architectural Students' Association).

The CACB Board is a policy board and as such, it is not involved in the day-to-day management of the CACB operations. It provides strategic planning to the CACB, supervises senior staff, and carries out other responsibilities as stipulated in the legislation and the CACB's By-law.

The CACB office is located in Ottawa, Ontario.

Directors

Directors must be (become) knowledgeable about the Accreditation Program and the business and financial affairs of the CACB. They must comply with its objects as stated in its By-law. They owe a fiduciary duty to the CACB. They are required to exercise their power with competence and diligence in the best interests of the CACB, not in self-interest or in the interest of the nominating Member.

Directors are not remunerated for their service on the Board. The CACB reimburses their travel and other reasonable expenses incurred in carrying out their duties. They are covered under the CACB Directors, volunteers and staff liability insurance. The Directors have unimpeded access to all the resources of the CACB as necessary in order to perform their duties.



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Time Commitment

Directors are expected familiarize with the Accreditation Program while taking active part in various committees and task forces established by the Board. Workload/time commitment varies, and may be significant. Under normal circumstances, the workload for a non-executive position should not exceed 2 hours per week, or up to 8-10 hours per month.

The Executive Committee positions (President, Vice-President, Secretary and Treasurer), time commitment/workload would be somewhat more substantial, but difficult to quantify. The Executive Committee oversees and manages the administrative and operational activities of the Association between the meetings of the Board.

The CACB holds four Board meetings per year (March, June, September, and November) in combination of virtual and in-person formats. Meetings generally take place on Friday and Saturday, and when in in-person setup, require travel on Thursday and Sunday.

Workload increases 3-4 weeks before the Board meeting when the Directors have to familiarize themselves with the meeting materials.

The CACB staff supports the Directors, keeps them informed, and facilitates their obligations in all areas.

In summing up, the Board and staff work to ensure that the CACB functions and evolves as a vital, forward-looking organization that serves the best interests of the architectural profession.

For further information, please visit the CACB website at <http://www.cacb-ccca.ca/>