

CALL FOR NOMINATIONS – CASA-NOMINATED DIRECTOR

The Canadian Architectural Certification Board (CACB) is seeking nominations from the Canadian Architecture Students Association (CASA) for one Director Position on its Board.

CASA may submit up to two eligible nominees.

The CACB strives to achieve diversity and broad representation across its Board.

Nomination Submissions

Nomination submissions must include:

- A maximum 2-page résumé
- A cover letter demonstrating interest in the CACB and familiarity with its Mission, Vision, Mandate, and the Accreditation Program

Information for prospective Directors is outlined below.

Qualification Criteria

- Nominees must be full-time architectural students enrolled in a CACB-accredited program, or graduates within the past year
- Nominees must be at least 18 years of age
- Nominees must have knowledge of architectural education and/or licensing matters
- Students may serve as Directors, but cannot be Officers of the Association

Experience with CACB or NAAB accreditation visits—either as a team member or non-voting observer—is considered an asset, but not required.

Specific Qualifications

The CACB seeks CASA-nominated Directors with:

- Demonstrated understanding of architectural education
- Capacity to represent diverse student perspectives objectively
- Strong communication skills and professionalism
- Ability to participate effectively in CACB Board committees and Task Forces

The CACB values diversity of experience, academic background, and geographic representation among student Directors.

Election Process

CASA will review all submissions and forward up to two (2) nominations to the CACB every two years, aligned with the Board's student-Director term cycle. Received nominations from CASA, including cover letters and resumes will be reviewed by the Board and the selected candidate will be elected to the Board and invited to attend the next Board meeting to allow overlap between in-coming and out-going CASA Directors. The Elected nominee will be formally welcomed to the Board at the November Meeting.

Onboarding/ Orientation

Elected CASA-nominated Directors will be invited to complete:

- The CACB Governance Orientation Course prior to their first Board Meeting
- Mandatory Indigenous cultural awareness training, aligned with the Board's commitment to the United Nations Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission Calls to Action

About 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.

Expectations of Director

The Director must:

- Become knowledgeable about the Accreditation Program
- Understand the business, financial, and operational context of the CACB
- Comply with the CACB By-law and uphold the fiduciary duties of Directors
- Act in the best interests of the CACB, not CASA, their school, or personal interests

Directors are not remunerated, but are reimbursed for travel and reasonable expenses.

Liability insurance covers all Directors, volunteers, and staff.

Time Commitment

Directors should expect:

- Participation in four Board meetings per year (March, June, September, November)
 - Held in a combination of virtual and in-person formats
 - In-person meetings typically require travel
- Engagement in Board committees and task forces
- A typical non-Executive workload of 2 hours/week (8–10 hours/month)
- Increased workload in the 3–4 weeks preceding Board meetings for document review
- Ongoing communication with CASA and student associations

The CACB supports Directors through staff guidance, information, and resources.

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/>