

Application Package for BC Northern Real Estate Board

Public Director



Included in this package:

1. Information for Candidates
2. Director Job Description
3. Director Code of Ethics
4. Director Application for Public Director
5. Director Skills Matrix

Contact Information:

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| Alexandra Goseltine BC Northern Real Estate Board 2609 Queensway Prince George, BC V2L 1N3 eo@bcnreb.bc.ca Phone: 250-563-1236/ 1-800-663-8299 Fax: 250-563-3637/1-888-561-3637 | Twitter: @BCNREB Website: www.bcnreb.bc.ca |
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Application Checklist:

- A completed Director Application for Public Director
- A completed Director Skills Matrix

Application Deadline: February 27, 2023

Information for Candidates

The Board will be composed not less than five (5) and not more than eleven (11) Directors with up to 2 Public Directors

Meeting Calendar:

- BCNREB Annual General Meeting – April 14, 2023 in Prince George
- 10-11 Directors' meetings (4-5 in-person, including Annual Meeting; 5-6 by Zoom)
- Committee meetings as required (by Zoom)
- BCREA Leadership Conference (if scheduled and optional)

Directors are reimbursed for expenses to travel to and participate in meetings. Directors receive an honorarium of \$333 per month. Directors also receive Out-of-Office Honourariums which is \$100 per day for the day of a qualifying Board meeting plus \$100 for travel days.

Public Directors are appointed by the Board of Directors. Current position is for a 2-year term.



BC NORTHERN REAL ESTATE BOARD

Board of Director Policies

Reference: Governance

Name: A2 Director Job Description

Date Approved: 11/15

Last Revised: 11/15

Terms of Reference

1. The Directors are expected to perform a myriad of duties and functions in the proper fulfillment of their roles as Directors. Some of these duties and functions include but are not limited to: providing strategic direction for BC Northern, establishing policies to facilitate managing BC Northern on behalf of its Members; learning about and dealing with the various issues affecting organized real estate; having various direct and indirect contacts and communications with Members and other levels of organized real estate; and lobbying the various levels of government in the best interests of organized real estate. Attendance at a variety of meetings, sessions, seminars, events, functions and conventions/conferences is a mandatory component of the position of a Director.
2. While BC Northern will endeavor to properly inform and instruct its Directors in the performance of their duties it is each individual Director who is ultimately responsible for his/her own behavior.

Purpose/Function:

3. The ultimate authority for management of the Board's business lies with the voting Membership. The voting Membership acts through and elects Directors to carry out the business of the Board and grants them the authority to exercise the powers of the Board's incorporating documents.
4. The Board of Directors acts solely as a group. This group is the "Trustee" of the Board and in this position of trust; the Board oversees the assets and business of the Board, which affects its purpose, operations and goals.
5. Directors develop major policies and formulate basic philosophies to the organization in tune with a changing environment and conditions.

Responsibilities and Requirements of a Director:

6. Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
7. Act honestly and in good faith with a view to the best interests of BC Northern.
8. Fulfill legal (fiduciary, statutory and common law) requirements and obligations of a Director.
9. Understand and adhere to the Board's governing documents, including the By-Laws and Policies, the MLS® Rules, the Code of Ethics, Standards of Business Practice and Robert's Rules of Order.
10. Avoid potential, perceived or actual conflict and disclose any personal interests that may conflict with the interests of BC Northern.
11. Attend regularly all regularly scheduled Directors' meetings and special Directors' meetings and assigned Committee meetings, Annual General or Special General Meetings or Directors' Planning and Orientation meetings.
12. Perform duties assigned by the President.
13. Evaluate BC Northern's financial and performance reports and guide the Board toward achieving its goals.
14. Review and approve an annual budget for BC Northern operations.
15. Make recommendations and formulate BC Northern strategic direction, policies, goals and objectives.
16. Prepare for each Board of Directors and Committee meeting by reading the reports and background materials provided.
17. Identify potential conflict areas and ensure that they are dealt with in accordance with BC Northern's policy.

Resignation

18. A Director's resignation becomes effective at the time it is delivered or the date specified in the resignation, whichever is later. The resignation should be delivered in writing to the BC Northern office, addressed to the President.

End of Term

19. Upon a Director's term ending, the Director is required to return to BC Northern all materials and other items belonging to BC Northern, including confidential Board of Directors' materials.



DIRECTORS CODE OF ETHICS BC NORTHERN REAL ESTATE BOARD

As a member of the Board of Directors of the BC Northern Real Estate Board, I pledge myself to:

- ❖ maintain the highest standard of personal conduct;
- ❖ promote and encourage the highest level of ethics within the Real Estate profession;
- ❖ maintain loyalty to the Society and pursue its objectives in ways consistent with the members' and the public's interest;
- ❖ support all Board decisions, regardless of my personal viewpoint;
- ❖ recognize and discharge my responsibility to uphold the by-laws, rules and regulations of the Society;
- ❖ use only legal and ethical means in all Society activities;
- ❖ avoid, in fact and perception, conflicts of interest and disclose to the Chair in a timely manner, any possible conflicts;
- ❖ observe all confidences of the Board of Directors and other privileged information entrusted or known to me by virtue of my office;
- ❖ take no unfair advantage of any competitor as a result of information that comes to me by virtue of my office;
- ❖ adequately prepare for meetings by reading pre-circulated material in advance of the meeting;
- ❖ participate in the Society in ways other than attending Board meetings, such as attending conferences. When attending conferences paid by the members, full attendance should be adhered to;
- ❖ exercise no individual authority or influence over the Executive Officer or the Society; and
- ❖ co-operate in every reasonable and proper way with other Directors and work with them in the advancement of the Real Estate profession.

As a Director of the **BC Northern Real Estate Board**, I accept this Code of Ethics and pledge to promote and maintain the highest standards of personal conduct, in order to assure confidence in the integrity of the office of Director.

Date

Signature

BC Northern Real Estate Board Application for Public Director

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|-----------------------------|------|--------|
| Personal Information | | |
| Name: | | |
| Company: | | |
| Address: | | |
| Phone: Work | Home | Mobile |
| Designations | | |

| Education | | | |
|--------------------|----------------|---------|-----------------|
| School/Institution | Course/Program | Credits | Completion date |
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| Work History | | |
|---------------------|----------|-------|
| Organization | Position | Dates |
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| Board Experience | | |
|-------------------------|----------|-------|
| Organization | Position | Dates |
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| Community Involvement | | |
|------------------------------|----------|-------|
| Organization | Position | Dates |
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| Why are you interested in serving as a BCNREB Director? |
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Signature Date

CV Attached

Please email photo to
ea@bcnreb.bc.ca

Director Skills Matrix

Please rate your skills and competency on a scale of 1 to 10 (1 means that you have no experience and 10 means that you are considered an expert, have many years' experience and/or education at a degree or designation level).

| SKILLS & COMPETENCIES | Beginner | Intermediate | Advanced | Expert | Industry leader |
|--|----------|--------------|----------|--------|-----------------|
| Leadership and Governance: experience at a senior level in managing or directing the operating of a large or complex commercial or non-profit entity or serving as chair | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Risk – have experience to identify key risks of the organization in a wide range of areas including legal and regulatory compliance, and/or have the corporate experience and expertise in risk identification and measurement, risk mitigation strategies, effective use of stress testing, risk reporting and communication | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Strategy – have corporate experience in evaluating and assessing strategies, the process of developing new strategies and/or have the ability to think strategically, identify and critically assess strategic opportunities | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Brokerage – knowledge and experience operating and/or owning a licensed real estate company | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Advocacy – actively participated on a Government Relations Committee or attended a Government Liaison days or other lobbying even. | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Business Acumen – experience operating a business in BC | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Governance and Board Leadership Board Experience - previous experience as a member of a board of directors for a commercial or non-profit entity has been a director of a real estate board | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Accounting and Finance – and accounting or financial advisor designation or senior level experience as financial officer can explain financial statements in an understandable fashion | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Legal – knowledgeable of current real estate law issues both in terms of sales practice and administration practice; a law degree or experience in managing legal issues of a complex commercial nature | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Marketing – experience in developing and/or leading marketing or customer service initiatives | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Education – has lectured in an adult learner setting; experience in the preparation of and/or delivery of adult continuing education | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Human Resources/Labour management - knowledge and experience in human resource management and policies related to senior executive recruitment, succession planning and compensation | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |

Director Skills Matrix

Please rate your skills and competency on a scale of 1 to 10 (1 means that you have no experience and 10 means that you are considered an expert, have many years' experience and/or education at a degree or designation level).

| SKILLS & COMPETENCIES | Beginner | Intermediate | Advanced | Expert | Industry leader |
|---|----------|--------------|----------|--------|-----------------|
| Regulatory – experience working in or significant knowledge of the issues associated with a commercial entity; significant knowledge of the real estate regulatory framework of BC or another jurisdiction, or experience with the regulatory framework of a profession | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Land information – knowledge of and experience working with land information products and services or in land development or land titles | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Information Technology – experience working in the IT field with a demonstrated understanding of how information technology is applied to business processes | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Communications – experience in public communications and/or government relations; directed and/or overseen corporate communication programs that effectively describe and promote the organization and/or its products, experienced in crisis management communication (managing and monitoring its delivery) and promotional campaign ideas in various types of media, as well as counsels top management on effective communication strategies | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Change Management – has participated in a project with a large change management component for staff and stakeholders | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Insurance – knowledge and experience in the insurance industry; have the knowledge and experience in the insurance industry in a variety of areas in order to review the insurance which protects the board's assets from financial loss. Insurance shares the losses of the few among the many | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Residential Real Estate: experience and knowledge of residential real estate in BC | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Commercial Real Estate: experience and knowledge of commercial real estate in BC | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Appraisal: knowledge and experience in the field of appraisals | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Professional Standards/Arbitration: has sat on one professional standards and/or arbitration panel | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |
| Volunteer Experience: has volunteered on board committees/events in the community | 1 2 3 | 4 5 6 | 7 8 | 9 | 10 |