

# BCREA PUBLIC DIRECTOR NOMINATION PACKAGE

Last updated: December 2018



## **BCREA Director – Public Director Position Available**

The British Columbia Real Estate Association (BCREA) is the professional association for more than 23,000 REALTORS® in BC, focusing on provincial issues that impact real estate. Working with the province's 11 real estate boards, BCREA provides continuing professional education, advocacy, economic research and standard forms to help REALTORS® provide value for their clients.

The BCREA Board of Directors is comprised of nine REALTOR® Directors and two public Directors. The BCREA Board of Directors is presently seeking candidates for one of the two public positions and welcomes interest from qualified candidates. For this two-year position, the Board is looking for candidates with experience in governance; an appreciation of the issues faced by organized real estate would also be an asset. A Director's designation (C. Dir., ICD.D) would be an asset.

### DIRECTORS' ROLE

You will be a part-time volunteer on the Board of Directors with nine REALTORS® and one other public Director, working closely with the BCREA CEO. The Board's role covers a wide range of responsibilities, including setting BCREA's strategic goals and objectives, financial oversight, ensuring qualified management, overseeing BCREA's business and activities, reviewing its material risks, and overseeing a succession planning process to ensure continued leadership.

### COMMITMENT

As a BCREA Director, you are required to attend the following meetings which are conducted both in person and via video conferencing:

- BCREA Annual General Meeting – tentatively scheduled for late March 2019
- Board of Directors orientation – one day
- Strategic planning – two days
- Board of Directors meetings – six throughout the year
- Board Committee Meetings – depending on the Committee, this ranges from monthly meetings to four times per year
- Additional meetings may be required

BCREA Directors are provided a per diem for board meetings and are reimbursed for their expenses for attending other meetings, as well as opportunities for professional development.



## DIRECTOR QUALIFICATIONS

As a member of the Board, you have the ability to provide wise, thoughtful counsel on a broad range of governance issues, a preference for team performance over individual performance, high performance standards and respect for others. Experience on volunteer boards and committees and a firm understanding of governance best practice is essential. The Nominating Committee will also be looking for candidates that reflect the diversity of our members.

A strategic and critical thinker, you will contribute to the BOD and profession's vision for the future in serving REALTORS® throughout the province and the consumers they serve. Board members are expected to serve on board committees according to organizational requirements and are remunerated for their travel expenses. The person selected for this role will be asked to serve on a Board of Directors' Committee.

Please visit <http://www.bcrea.bc.ca/about> for more information on BCREA, including our history, organizational and membership structure and fact sheet.

To express your interest in this position, please complete the Director Expression of Interest Form and Director Skills and Competencies Form and send to BCREA via email to [brogmundson@bcrea.bc.ca](mailto:brogmundson@bcrea.bc.ca)

Expressions of Interest forms must be received **by Thursday, January 31, 2019 at 4:00 pm (PST)**.

The BCREA Nominating Committee will review all applications and short-listed candidates will be contacted to schedule an in-person interview for **mid-February, 2019** in Vancouver. BCREA will pay for travel costs associated with the interview.

Short-listed candidates who are not selected will be added to a list of industry leaders to be contacted when the process opens again in the following year.

If you have any questions regarding the Director position, please contact BCREA Chief Executive Officer Darlene K. Hyde, at 604.742.2787 or [dhyde@bcrea.bc.ca](mailto:dhyde@bcrea.bc.ca)



## **Application Checklist**

- \_\_\_ A completed and signed Expression of Interest Form
- \_\_\_ A completed Director Skills and Competencies Form

## Director Position Description

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### Overview

The Board of Directors has developed this Director position description to clarify Directors' duties and to set out how the Board of Directors expects Directors to go about discharging their duties and responsibilities. The duties and responsibilities of the Board of Directors, as a whole, are set out in the Board of Directors' Charter.

### Standards of Conduct

In discharging his or her responsibilities, each Director shall:

- a) act honestly and in good faith with a view to the best interests of BCREA, and
- b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

In keeping with these standards, each Director is required to:

- a) act in the best interests of BCREA and not in their own self-interest or in the interest of a particular group or region,
- b) avoid potential, perceived or actual conflicts of interest that are incompatible with service as a Director, and disclose any personal interests that may conflict with the interests of BCREA,
- c) keep confidential any information about BCREA that has not been publicly disclosed, including Board of Directors' discussions,
- d) disclose information to BCREA that could be considered material in relation to BCREA's ability to achieve its strategic goals,
- e) comply with applicable BCREA policies, including the Code of Conduct, and
- f) comply with the *Society Act* and the Bylaws.

### Public Statements

Each Director has an important role as an ambassador of BCREA, but should not speak on behalf of BCREA without appropriate authority from the President.

### Information Requirements

Directors must devote the necessary time and attention to be able to make informed decisions on issues that come before the Board of Directors. While management will provide Directors with all of the information management thinks Directors need in order to discharge their responsibilities, Directors have a responsibility to ask for all information they believe necessary to make an informed decision. Access to personnel documents and information is restricted to the Human Resources Committee, and only then as limited by relevant privacy

legislation. Requests for information should be made through committees or by individuals through the President.

Directors are expected to be knowledgeable about BCREA's mandate, goals and objectives, and operations. Directors must also maintain an understanding of the communities and environment within which BCREA operates.

### **Board of Directors' Activity**

During meetings, each Director is expected to:

- a) be prepared and well-informed on relevant issues (through pre-read material or otherwise),
- b) bring his or her own experience, wisdom, judgment and influence to bear constructively on issues,
- c) interact with fellow Directors and management in a respectful and constructive manner,
- d) actively participate in BCREA Board of Directors' functions,
- e) speak and act independently, while remaining a "team player,"
- f) express opinions in a clear, organized and respectful manner,
- g) express points of view for the Board of Directors' consideration, even if they may seem contrary to other opinions previously expressed,
- h) ask probing questions,
- i) listen to, and exercise tolerance for, other perspectives,
- j) be adaptable, flexible and open-minded in the consideration and implementation of change,
- k) exercise a logical, rational approach to problem solving,
- l) analyze issues from many perspectives and consider the impact of decisions on BCREA's internal and external environments (e.g., member boards, REALTORS®, the public),
- m) be innovative and resourceful in finding or developing solutions,
- n) whenever possible, advise the President and CEO in advance of introducing significant and previously unknown information,
- o) exercise good judgment,
- p) focus inquiries on issues related to strategy, policy, implementation and results, rather than issues relating to the day-to-day management of BCREA, and
- q) once Board of Directors' decisions are made, support those decisions in a positive manner.

Between meetings, each Director should:

- a) be available as a resource to management and the Board of Directors, and
- b) as necessary and appropriate, communicate with the President and with the CEO.

In carrying out his or her responsibilities, every Director is expected to be actively engaged in the work of the Board of Directors and add value to the Board of Directors' work. Those Directors who have particular areas of expertise are expected to use their unique skills and experience to the benefit of the Board of Directors; for example, by taking a lead on areas of Board of Directors' investigation or discussion within their area of expertise.

### **Attendance**

Directors are expected to attend all Board of Directors' meetings. Directors' attendance records are disclosed to the Board of Directors on an annual basis.

### **Orientation and Professional Development**

Directors are expected to take full advantage of BCREA's Director orientation program (policy 9.5) and to commit to ongoing professional development (for the Board of Directors or for an individual Director), as recommended by the Board of Directors. Directors are also expected to undertake any required Director training, take time to educate themselves on governance duties and broad issues relating to organized real estate, and actively participate in Director peer assessments.

### **Resignation**

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 BCREA office, addressed to the President.

### **End of Term**

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

### **Directors Running for Office**

If a Director seeks a provincial or federal political nomination the Director will take a leave of absence from the BCREA Board of Directors through the nomination and election process. If successfully nominated, the Director will resign from the board. If not successful, the Director will return to the board.

## Director Skills & Competencies Form – 2019 - 2020 Term

NAME: \_\_\_\_\_

*Please rate your skills and competency in each area on a scale of 1 to 10. Be objective – we are not looking for experts in all areas. We are interested in you and this form is a chance for us to get to know you better. (1 means that you have no experience and 10 means that you are considered an Industry Leader, have many years' experience and/or education at a degree or designation level).*

SKILLS & COMPETENCIES	RATING									
	BEGINNER			INTERMEDIATE			ADVANCED		EXPERT	INDUSTRY LEADER
<b>Leadership and Governance</b> – 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
<b>Risk</b> – 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
<b>Strategy</b> – 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
<b>Brokerage</b> – knowledge and experience operating and/or owning a licensed real estate company	1	2	3	4	5	6	7	8	9	10
<b>Advocacy</b> – actively participated on a Government Relations Committee or attended a Government Liaison Days type of event	1	2	3	4	5	6	7	8	9	10
<b>Business Acumen</b> – experience operating a business in British Columbia	1	2	3	4	5	6	7	8	9	10
<b>Board Experience</b> – previous experience as a member of a board of directors for a commercial or non-profit entity	1	2	3	4	5	6	7	8	9	10
<b>Accounting and Finance</b> – an accounting or financial advisor designation or senior level experience as financial officer	1	2	3	4	5	6	7	8	9	10
<b>Legal</b> – a law degree or experience in managing legal issues of a complex commercial nature	1	2	3	4	5	6	7	8	9	10
<b>Marketing</b> – experience in developing and/or leading marketing or customer service initiatives	1	2	3	4	5	6	7	8	9	10
<b>Education</b> – experience in the preparation of and/or delivery of adult continuing education	1	2	3	4	5	6	7	8	9	10



## Director Skills & Competencies Form – 2019 - 2020 Term

SKILLS & COMPETENCIES	RATING									
	BEGINNER			INTERMEDIATE			ADVANCED		EXPERT	INDUSTRY LEADER
<b>Human Resources</b> – knowledge and experience in human resource policies and/or practices related to senior executive recruitment, succession planning and compensation	1	2	3	4	5	6	7	8	9	10
<b>Regulatory</b> – 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
<b>Land Information</b> – knowledge of and experience working with land information or in land development or land titles	1	2	3	4	5	6	7	8	9	10
<b>Information Technology</b> – experience working in the IT field with a demonstrated expertise of how information technology is procured to business processes	1	2	3	4	5	6	7	8	9	10
<b>Communications</b> – 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 deliver) 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
<b>Change Management</b> – experience in a project with a large change management component for staff and stakeholders	1	2	3	4	5	6	7	8	9	10
<b>Insurance</b> – have the knowledge and experience in the insurance industry in a variety of areas in order to review the insurance which protects the BCREA assets from financial loss. Insurance shares the losses of the few among the many	1	2	3	4	5	6	7	8	9	10
<b>Residential Real Estate</b> – experience and knowledge of residential real estate in British Columbia	1	2	3	4	5	6	7	8	9	10
<b>Commercial Real Estate</b> – experience and knowledge of commercial real estate in British Columbia	1	2	3	4	5	6	7	8	9	10
<b>Do you have anything else you would like to add not covered above?</b>										