



Human Resources  
Professionals  
Association

## Board Nomination Information Package 2021 Board Election



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Dear Member:

Thank you for your interest in becoming a Director of the Human Resources Professionals Association (HRPA).

This package contains the Official Nomination and Candidate Application Forms, provides information about the nomination and election process and candidate eligibility criteria.

Individuals volunteering their time and expertise, provide an important service to HRPA, they are helping the regulatory Association further its mandate of, setting the standards of learning, competence and conduct for members to enhance the standing of the human resources profession while protecting the public.

As a Board Director of HRPA you are serving the public by sharing your knowledge and insight of the HR Profession for the greater good of society.

HRPA seeks to maintain a Board comprised of talented and dedicated Directors with a diverse mix of expertise, experience, skills and backgrounds. The skills and backgrounds collectively represented on the Board should reflect the diverse nature of our profession and should include an appropriate number of female directors to establish our commitment to increase and improve the gender balance (the under-representation of women) that exists within the makeup of our workplaces today.

HRPA is committed to a merit-based system for Board composition within a diverse and inclusive culture which solicits multiple perspectives and views and is free of conscious or unconscious bias and discrimination.

In furtherance of Board diversity which is representative of the public we serve, the Association aspires to attain a Board composition in which at least 50% of the Directors are selected from a diverse group, including women, Indigenous people, persons from the LGBTQ2 community, visible minorities and people with disabilities.

If you have any questions about the enclosed information, you may speak with our vice president of corporate affairs at [Ltagliacozzo@hrpa.ca](mailto:Ltagliacozzo@hrpa.ca) or myself at [ceo@hrpa.ca](mailto:ceo@hrpa.ca).

Yours truly,

A handwritten signature in black ink, appearing to read 'LT Green', with a stylized, cursive script.

Louise Taylor Green CHRL, CHRE  
CEO and Elections Officer

## NOMINATION PROCESS AND TIMING

STEP No.	STEP	DATE
1.	The CEO or designate shall provide each Voting Member with notice of the election and shall notify each Member eligible to vote of the relevant dates and processes.	October 2, 2020
2.	<p>Application of each individual for election shall:</p> <ul style="list-style-type: none"> <li>• be in writing;</li> <li>• include a biographical statement of qualifications; and</li> <li>• include at least one reference, who must provide such reference information in the form prescribed by the Board.</li> </ul> <p>The CEO shall forward all properly completed applications to the Board Nomination Committee.</p>	November 20, 2020
3.	The CEO will notify Nominees of their eligibility for election based on their application or their ineligibility for election based on their application.	November 27, 2020
4.	Rejected Nominees re: item 3 may appeal to the appeal committee.	December 4, 2020
5.	Appeal committee shall render its decision re: item 4.	December 11, 2020
6.	<p>Board Nomination Committee will:</p> <ul style="list-style-type: none"> <li>• notify Nominees of their status of acceptance based on reference checks; or</li> <li>• notify Nominees of rejection based on reference checks.</li> </ul>	December 23, 2020
7.	Any Nominee may request the withdrawal of his or her own name or any Candidate may request the removal of his or her own name from the ballot.	January 15, 2021
8.	An individual who has been rejected re: item 6 may appeal to the appeal committee.	January 06, 2021
9.	<p>The appeal committee shall render its decision on an appeal re: item 8.</p> <ul style="list-style-type: none"> <li>• If appeal is allowed, the Nominee shall be added to the list of Candidates; or</li> <li>• If appeal is not allowed, the rejected Nominee shall not be added to the list of Candidates.</li> </ul>	January 13, 2021
10.	Announcement of Candidate list by CEO	January 25, 2021
11.	Election voting ends at 5:00 p.m. EDST.	March 5, 2021
12.	Announcement of new Member Directors by CEO.	March 08, 2021

## IMPORTANT INFORMATION FOR BOARD CANDIDATES IN THE 2021 ELECTION

### Positions Available

In accordance with the *Registered Human Resources Professional Act, 2013* and the Associations By-laws, this year, there is one position available for election to HRPA Board. The position will be elected for a three-year term.

### Board Structure and Process

The Board currently has three Board Committees. Our website at [www.hrpa.ca](http://www.hrpa.ca) provides more information on the role of each Committee.

### Time Commitment

Below is an estimate of the amount of time necessary to fulfill your role as a Director. Each director is expected to prepare for and attend Board meetings. Each Director must also be a member of a Standing Board Committee. Most Committees meet four to five times per year and have considerable work. Directors should be able to commit 250-300 hours per year to satisfy the responsibilities of a Director. Individuals who hold Board Committee Chair positions should anticipate an additional 50 – 100 hours.

Item	Minimum Estimated Time (not including travel)
Board meeting	There are approximately five Board meetings per year. Board meetings can last between 3 and 5 hours per meeting and are generally held during business hours. The meetings are held either in person or by teleconference or videoconference.
Read Board package	2 - 4 hours per meeting
Committees	Approximately five meetings per year that may last between 2 – 4 hours. (Most are held by teleconference).
Read Committee package	2 – 4 hours per meeting
Annual Meeting	HRPA's Annual Meeting is typically held in May and is scheduled around Board meetings.
Board planning sessions	One every other year in the Spring – typically a full day during business hours
Annual Conference	Typically, a three-day commitment in January or February. (This is not a mandatory commitment).
Training and development, community involvement	Directors are required to Attend and participate in Director Development sessions. Development sessions are approximately two hours in length and held at least two times per year based on Board needs. They are typically scheduled around Board meetings.

### Remuneration and Expenses

Directors do not receive remuneration to participate in HRPA's Board. Board and Committee related expenses are reimbursed by the Association as per HRPA's Travel, Hotel and Accommodation Reimbursement Policy.

## OFFICIAL NOMINATION FORM - BOARD OF DIRECTORS 2021 ELECTION

The undersigned voting member(s) of the Human Resources Professionals Association, hereby nominates:

### CANDIDATE

Full Name (please print or type): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Chapter: \_\_\_\_\_

### NOMINATOR 1 (Current Board Directors are not eligible to Nominate Candidates)

Full Name (please print or type): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Member #: \_\_\_\_\_ Chapter: \_\_\_\_\_

### CANDIDATE'S CONSENT AND DECLARATION

I (print name) \_\_\_\_\_, as a ☐ CHRP ☐ CHRL ☐ CHRE Member of HRP, hereby declare that all information submitted as part of this nomination is accurate and true. I consent to my nomination to HRP's Board of Directors.

I have read all attached material and agree to abide by the [HRP's By-laws](#), [Board of Directors Code of Conduct](#) and [Election Protocol](#).

Signature: \_\_\_\_\_ Member #: \_\_\_\_\_ Chapter: \_\_\_\_\_

# OFFICIAL CANDIDATE APPLICATION FORM – BOARD OF DIRECTORS 2021 ELECTION

By completing this application, I confirm that I meet the minimum qualifications prescribed in the HRPB Bylaws.

In order to be eligible to be elected as a Member Director, a person must:

- (a) hold a CHRP, CHRL or CHRE designation;
- (b) be a Member in good standing;
- (c) not be the subject of any disciplinary proceedings by the Association;
- (d) not have a finding of Professional Misconduct or Incompetence against the Member in the three years preceding the date of the election;
- (e) not have been prohibited from serving on the Board pursuant to Section 6 in the past seven years;
- (f) reside or work in the Province of Ontario;
- (g) have previous board and governance experience satisfactory to the governance and nominating committee;
- (h) have skills and experience commensurate with the needs of the Board and Association as determined by the governance and nominating committee;
- (i) be at least 18 years old;
- (j) not have been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
- (k) not have been found to be incapable by any court or regulator in Canada or elsewhere;
- (l) not have the status of bankrupt;
- (m) not have a conflict of interest to serve as a Member Director or has agreed to remove any such conflict of interest before taking office; and
- (n) meet all other criteria established by the Board, including, but not limited to, reference checks satisfactory to the Board.

## PART 1 - Board and Work Experience

**Previous Board Experience** - Please list your present or prior board experience:

Name of Company/Agency/Organization	Date from	Date to	Position on Board

**Work Experience** - Please list your present and prior work experience:

Name of Company/Agency/Organization	Date from	Date to	Position


## ***PART 2 - Board Capabilities and Experience***

HRPA conducts an annual skills audit of its Board of Directors against specific capabilities and experience. Based on this assessment, in the candidate nomination process for the 2020 Board election, preference will be given to those Candidates whose specific skills and experiences best complement the existing skill sets on the Board of Directors in one or more variations or combinations of the following areas:

*(This will be indicated on the ballot with an asterisk \*.)*

### **1. Professional Regulation**

- Previous experience working in or serving as a governor in a highly regulated industry or in a professional regulatory body
- Understands the role of government in self-regulation processes and legislation
- Familiar with the concepts of risk-based regulation and the impetus for regulatory change in service to public protection
- Has a solid understanding of administrative law as it relates to professional regulation
- Familiar with certification processes such as exam validity & reliability

### **2. Technology & Security Governance**

- Brings awareness of infrastructure & architecture design & management
- Is knowledgeable in Application Management & technical requirements for business analysis
- Understands the cyber risks facing the organization and how to safeguard the organization, its information & systems
- Understands the value of an effective vendor management system
- Comfortable with Information & Technology metric monitoring

### **3. Marketing, Communication & Stakeholder Analysis**

- Has worked in a marketing or communications capacity with service to the HR profession or function (e.g. employment branding, enterprise communications, etc.)
- A demonstrated understanding of the components of building a purpose-driven brand with high digital fluency
- Deep understanding of change management strategies to engage a highly complex stakeholder community
- Comfortable with the uncharted – leverages a track record of creative, dynamic communication strategies & media to engage members and the public at large
- Leverages stakeholder analysis strategies to identify key segments for advocacy efforts, as may be required
- Confident in speaking positively about HRPA's role in the protection of the public interest and advancing the Human Resources profession

### **4. HR Education & Research**

- Has designed courses, taught, lectured, or presented educational post-secondary HR programs
- Has served as a principal or contributing investigator in original HR research
- Is well versed in the core disciplines of the Human Resources function



Based on the Nominating Committees assessment, preference will be given to those Candidates whose specific skills and experiences best complement the existing skill sets on the Board of Directors.

The full listing of Board Capabilities and Experience are available [by clicking here](#).

Candidates are asked to self-declare their level of proficiency in the listed capabilities and experience.

0. Minimal or no experience	1. Some experience and knowledge	2. Significant experience and knowledge, some past accountability	3. Formal qualification and/or past functional accountability at an executive
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Numerical identifiers for level of proficiency are described below:

Please list your level of proficiency with regards to the various capabilities and experience and provide background information and examples: (Interviews may be conducted if more information is required).		
Capabilities and Experience – preferred skill sets	Proficiency level 0 -3	Please provide examples of proficiency.
Professional Regulation		
Technology, Security and Governance		
Marketing, Communication and Stakeholder Analysis		
HR Education and Research		

### ***PART 3 – References***

**References** – Please provide the names of at least two references.

Name:	Relationship:	Contact Information:

HRPA will publish the table below with the Official Ballot. This will assist members in making a selection of their preferred candidates.

Name	(Please enter your name as you would like it displayed)
<b>Please restrict the information within each box below to the maximum allowance indicated. <i>Once the maximum has been reached the statements will be cut off.</i></b>	
Education/Professional Designation(s)	- - - (max 50 words)
Professional experience/work history	- - - (max 50 words)
Governance experience Participation on other Boards	- - - (max 50 words)
Biography/Candidate Statement	<p><i>Please include your experience and accomplishments in the identified areas, as a candidate biography/statement.</i></p> <p><i>(As indicated above, HRPB is embracing a more diverse board, any Individuals that wish to self-declare may do so through their candidate statement*.)</i></p> <p>(max 300 words)</p>

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#### ***PART 5 - CANDIDATE'S CONSENT AND DECLARATION***

I hereby declare that all information submitted as part of this nomination is accurate and true. I consent to my nomination to the Board of Directors and consent to HRPAC conducting the necessary background checks and that any omission to the process would disqualify my nomination.

I have read all relevant material, and understand the commitment required to fulfill the position and agree to abide by the Association's [Act, By-laws](#), Board of Directors [Code of Conduct](#) and [Election Protocol](#).

I understand that the Board Candidate Summary Information (PART 4) of this application will be made public as part of the Board Elections Process.

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Your Nomination Form must include the following Documents:**

- Signed and completed Official Nomination Form \_\_\_\_\_ ☐
- Signed and properly completed Official Candidate Application Form (Parts 1- 5) \_\_\_\_\_ ☐
- Word file\* of PART 4 sent to [nominations@hrpa.ca](mailto:nominations@hrpa.ca) \_\_\_\_\_ ☐

Please complete and return the forms no later than 5:00 p.m. on November 20, 2020.

By Email\* to: [nominations@hrpa.ca](mailto:nominations@hrpa.ca)

**\*A Word file of the section noted as *Part 4 – Board Candidate Summary Information* must be emailed to [nominations@hrpa.ca](mailto:nominations@hrpa.ca) no later than 5:00 p.m. November 20, 2020.**

Please note: Individuals are responsible for ensuring their completed forms are received by HRPAC. HRPAC cannot be responsible for ensuring the completeness of, or quality of, submissions.