



Board Resourcing  
and Development

Notice of Position  
INDUSTRY TRAINING AUTHORITY  
September 2008

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## **Business and Structure**

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The Industry Training Authority (ITA) is mandated to govern, expand and improve the industry training system. It ensures that training opportunities are accessible to all British Columbians, and that industry's growing requirements for skilled labour are met.

A group of 21 full-time staff are based at the ITA's office in Richmond. The ITA also employs an additional group of 19 customer service staff that provide information and services to both industry and learners out of the customer service office in Vancouver. For more information please visit our website at [www.itabc.ca](http://www.itabc.ca).

## **Strategic Direction**

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The ITA's operating environment is characterized by a broad scope of activities, multi-stakeholder involvement, and rapidly evolving marketplace requirements. There is also an ongoing focus on further development of the organization's internal processes and infrastructure. Accordingly, a number of key strategic issues – representing risks, opportunities and capacity issues – are under continual assessment, and are reflected in the ITA's goals, strategies and measures, which can be viewed at [www.itabc.ca](http://www.itabc.ca).

## **Governance Structure**

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The Industry Training Authority is governed by the *Industry Training Authority Act*. The nine-member Board, one of whom is appointed as Chair, are appointed by the Minister of Advanced Education and Labour Market Development.

The board has a fiduciary role consisting of: vision and strategic direction; review and approval of policy and standards; and, resolution and selection of options with respect to major strategic issues. Board members are drawn from diverse sectoral backgrounds, and have a range of industry and training-related expertise. Three standing board committees have responsibility for finance, human resources and governance, and policy development.

ITA governance complies with the recommendations of the Board Resourcing and Development Office (as set out in section three of its best practice guidelines), and full disclosure in this regard is available on our website at [www.itabc.ca](http://www.itabc.ca).

## **Board Responsibilities and Accountabilities**

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### **Role**

The Board's broad role is that of:

Leader - set strategic direction and empower management;

Overseer - evaluate performance measures and hold management accountable;

Steward - shepherd resources of others;

Reporter - report to government, stakeholders, public, others.

### **Responsibilities**

Board responsibilities fall into the following general categories:

Managing Board Affairs: Establish the processes and structures necessary to ensure the effective functioning and renewal of the board. Includes: monitor and improve quality of board, ensure appropriate board committees; ensure appropriate board orientation and ongoing professional development; articulate roles and responsibilities for board, committees, chair individual governors; define board process and guidelines, evaluate board, committees, directors and chair; and identify potential director candidates.

Organization's Mandate: Fully understand the organization's mandate set by government, review and make recommendations to government regarding the mandate to reflect changing circumstances.

Strategy and Plans: Participate in the development of, review and approve the organization's strategic plan consistent with the organization's mandate as set by government.

Human Resources: Subject to government legislation and guidelines, select, appoint, compensate, evaluate and terminate the chief executive officer (the President); oversee management succession and development.

Financial and Corporate Issues: Review financial, accounting and control systems; ensure appropriate risk management systems, ensure code of ethical conduct and conflict of interest guidelines in place.

Monitor and Report: Monitor organizational performance against strategic plans and compliance with applicable legislation and government direction; account to government and stakeholders through appropriate reporting.

Communications: Oversee organization's communications policy.

### **Accountabilities**

In carrying out its work, the board operates within the broad policy direction as set out in the government letter of expectation and budget.

### **Board Composition**

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The individuals who make up the Board of Directors should, collectively, have the necessary personal attributes and competencies required to:

- add value and provide support for management in establishing strategy and reviewing risks and opportunities;
- effectively monitor the performance of management and the organization; and,
- account for the performance of the organization.

### **Personal Attributes**

All directors should possess the following personal attributes:

- high ethical standards and integrity in professional and personal dealings;
- appreciation of the responsibilities to the public;
- able and willing to raise potentially controversial issues in a manner that encourages dialogue;
- flexible, responsive and willing to consider others' opinions;
- capable of a wide perspective on issues;
- ability to listen and work as a team member;
- no direct or indirect conflict of interest with the member's responsibility to the organization;
- strong reasoning skills; and,
- able and willing to fulfill time commitment required to carry out responsibilities.
- commitment to continuous learning about the organization and the relevant sector or industry

### **Competencies**

Collectively, the Board should comprise the following core competencies:

- operational or technical expertise relevant to the operation of the organization including:
  - strategic management and organizational change,
  - operations,
  - internal control and accounting,
  - technology,
  - communications,

- public sector administration,
- human resources,
- labour relations, and
- risk management;
- financial expertise;
- legal expertise;
- knowledge of government and the public sector environment;
- knowledge of current and emerging issues affecting the organization and its industry or sector; and
- knowledge of the community served by the organization.

### **Governance Experience**

While previous experience as a governor is not required, it is important that candidates for positions understand the roles and responsibilities of a member of a governing board and have the necessary experience and demonstrated skills to enable them to contribute to board decision-making and oversight.

Part of the organization's commitment to good governance includes the provision of providing a comprehensive orientation for new board members as well as ongoing professional development.

### **Other Considerations**

Within the context of the required board skills requirements, consideration is given to diversity of gender, cultural heritage and knowledge of the communities served by the organization.

### **Vacant Position(s)**

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There will be one vacancy on the Board, effective December 31, 2008. The following are the attributes sought for the vacant position currently under consideration:

- Strong strategic capabilities as demonstrated through leadership of corporate organizations.
- Board and business experience with a good understanding of the governance and the legal and financial parameters within which a public organization operates.
- Preference will be given to candidates who reside outside the Lower Mainland.

### **Time Commitment**

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Normally, the Board meets six times per year.

In addition, most board members serve on a board committee and attend an annual one day board retreat. Board committees typically meet five to six times a year, on a pre-arranged schedule, which is convenient to all members.

**Term**

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Appointments are normally made for a one-year term with the possibility of re-appointment for two-year term, followed by a three-year term for a total of six years.

**Compensation**

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In accordance with general directives of the Treasury Board, directors may be paid remuneration and must be reimbursed for all reasonable travelling and out of pocket expenses necessarily incurred in carrying out their duties.

**List of Current Governors and Senior Executives**

Appointed	First Appointed	Term Ends	Occupation
Frank Pasacreta	Aug 18, 2003	Dec 31, 2008	<i>Please refer to the ITA website at <a href="http://www.itabc.ca">www.itabc.ca</a> for director bios.</i>
Jim Utley	Aug 18, 2003	Dec 31, 2008	
Gord Stewart	Aug 18, 2003	Dec 31, 2009	
Barbara Naef	Aug 18, 2003	Dec 31, 2009	
Allan Bruce	Apr 06, 2005	Apr 05, 2009	
Jack Carthy	Sept 26, 2006	Sept 1, 2010	
Charles (Dana) Francis	Sept 26, 2006	Sept 1, 2009	
Frank Borowicz - Chair	Dec 31, 2006	Dec 31, 2009	
Vacant			

**Senior Executives:**

- Kevin Evans, CEO

- Geoff Stevens, Executive Lead, Operations & Industry Training Organizations
- Sandy Steward, Executive Lead, Strategic Initiatives
- Sue Thomas, Executive Lead, Finance & Corporate Services
- Lisa Dooling, Executive Lead, Communications and Marketing
- Jeff Nugent, Executive Lead, Strategy & Policy

### **Process for Submitting Expressions of Interest**

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You may submit an Expression of Interest in serving the Industry Training Authority online by going to the Board Resourcing and Development Office website ([www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)) and linking to the page "How to Apply".

Expressions of Interest for vacant positions should be submitted by Wednesday October 8, 2008.

If you have any questions about registering your Expression of Interest, please contact Lindsay Dwinnell, Office and Technology Administrator, at (604) 775-2084.

### **British Columbia Appointment Guidelines**

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Appointments to British Columbia's public sector organizations are governed by written appointment guidelines. For more information about the appointment process, and to view a copy of the guidelines, refer to the Board Resourcing and Development Office website ([www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)) and link to the page "The Appointment Process".