

CANDIDATE PROFILE AND DECLARATION

INSTRUCTIONS

- To save the completed form, choose File > Save As>
- If you require more space, attach a separate sheet.
- Please send back to respondent who requested this form.



PART A – PERSONAL INFORMATION

FULL LEGAL NAME <i>(include first, middle and last name)</i>		PREFERRED NAME <i>(if different than full legal name)</i>		
RESIDENTIAL ADDRESS <i>(include street or PO box)</i>		CITY	PROVINCE	POSTAL CODE
HOME TELEPHONE NUMBER	CELL PHONE NUMBER	WORK TELEPHONE NUMBER		
EMAIL ADDRESS		DATE OF BIRTH <i>(required to verify background information)</i> DD / MMM / YYYY		

PART B – BACKGROUND INFORMATION

1. Educational background *(provide a chronology)*:

INSTITUTION	DEGREE/DIPLOMA OBTAINED	TERM ATTENDED (MMM/YYYY)	
		FROM	TO

2. Professional and employment background *(provide a chronology)*:

ORGANIZATION	POSITION	TERM OF SERVICE (MMM/YYYY)	
		FROM	TO

3. Board directorship/community/volunteer activities (*provide a chronology*):

ORGANIZATION	POSITION	TERM OF SERVICE (MMM/YYYY)	
		FROM	TO

4. Professional designations/memberships in professional organizations (*provide a chronology*):

PROFESSIONAL ORGANIZATION	DESIGNATION (<i>if applicable</i>)	TERM OF MEMBERSHIP (MMM/YYYY)	
		FROM	TO

5. Are you currently involved in lobbying activity? YES NO If **YES**, complete the following table.

NAME OF CLIENT	UNDERTAKING START AND END DATES (MMM/YYYY)	
	FROM	TO

6. Have you authored any published works? (*includes books, articles, blogs, professional journals*): YES NO
If **YES**, please list below. If you require more space attach a separate document.

PUBLICATION	PUBLICATION DATE	HYPERLINK (IF AVAILABLE)

PART C – FINANCIAL ACUMEN

Indicate if you have previous experience with each of the following:

- 1. Reading and interpreting financial statements YES NO
- 2. Reading and interpreting budgets YES NO
- 3. Familiarity with audits and audit reporting YES NO
- 4. Service in the capacity as a finance Committee member or chair YES NO

PART D – CONFLICT OF INTEREST: DISCLOSURE STATEMENT

A conflict of interest exists for a board member who has a private or personal interest that appears to influence the board member's judgement in making decisions.

A conflict of interest may take a number of forms:

- Financial or non-financial;
- Direct or indirect; and
- Professional or family related.

A conflict of interest may arise from:

- Ongoing or outstanding matters before the Organization;
- Employment or board appointments;
- Professional practices including consultative services;
- Financial interests in business enterprises;
- Share ownership;
- Beneficial interests in trusts;
- Private equity interests;
- Real estate property interests;
- Existing or proposed transactions with the Organization;
- Holding elected office;
- Existing professional or personal associations with the Organization;
- Personal associations with other groups or organizations; and
- Family relationships (a connection by blood, by marital or common law relationship, or by affinity).

Every appointee or potential appointee must disclose any obligation, commitment, relationship, or interest that might conflict or might be perceived to conflict with his or her duty or interest to the organization

Additional information regarding the conflict of interest assessment and the ethical code of conduct please contact the Executive Director.

Below, describe any real and/or perceived conflicts of interest with the Organization:

NOT APPLICABLE

PART E – CHARTER OF EXPECTATIONS FOR APPOINTEES

Board Appointees owe the Organization they serve a commitment to making the best possible decisions. Appointees must carefully adhere to these principles and responsibilities. They must strive for high standards of accountability and fiduciary duty.

PRINCIPLES

Compliance

- Take all necessary and reasonable measures to ensure compliance with laws, regulations and policies that apply to the Organization; and
- Know the Organization's mandate.

Accountability

- Base your decisions upon facts and reliable information; and
- Properly inform yourself before taking action.

Integrity

- Ensure integrity in all dealings with and on behalf of the Organization, including via social media platforms;
- Maintain the confidentiality of information received by you in your capacity as a member both during and after your appointment;
- Maintain the ongoing responsibility to disclose real or perceived conflicts of interest; and
- Avoid real or perceived conflicts between your own private interests and the best interests of the Organization.

RESPONSIBILITIES

- Be courteous and treat all parties fairly and with respect;
- Be punctual and organized;
- Identify opportunities to resolve disputes or issues and bring those opportunities to the attention of the parties at the earliest possible time, with the least cost while ensuring that all parties are treated fairly;
- Ensure that organizational and preliminary procedural matters are resolved quickly;
- Conduct effective hearings and render fair, well-reasoned decisions based on the evidence and applicable law and policy;
- Recognize and deal appropriately with situations that may involve an issue of bias or conflict of interest for the parties involved and do so in accordance with the Organization's applicable code of conduct;
- Maintain currency with respect to the justice system, including relevant legislation, policies and procedures;
- Work with agency staff and be familiar with case management practices; and
- Ensure that files are completed in a timely manner.

NOTE: These duties are in addition to duties and responsibilities set out in the Organization's own Code of Conduct or Conflict of Interest Guidelines.

I AGREE

I certify that I have read the above Charter and agree to abide by it for the duration of my service.

PART F – INTEGRITY AND PUBLIC ACCOUNTABILITY

NOTE: An affirmative answer to any of the questions below does not automatically disqualify an applicant from being appointed. Each candidate's background will be considered in relation to the specific requirements of the appointment.

1. In your employment, business or personal affairs, have you, or any company in which you have a direct or indirect controlling interest, in B.C. or elsewhere:
- (a) Been charged with or convicted of an offence under the Criminal Code of Canada? YES NO
 - (b) Been charged with or convicted of an offence under any other Federal statutes or regulations, including the *Income Tax Act*, the *Controlled Drugs and Substances Act* or others? YES NO
 - (c) Been the defendant of any civil action in which allegations of fraud, theft or defamation were made against you? YES NO
 - (d) Have any outstanding charges against you, including civil action? YES NO
 - (e) Been charged with or convicted of any offence under any Provincial statutes or regulations? YES NO
 - (f) Been cited with or disciplined, censured, suspended or disqualified by any professional association or body? YES NO
 - (g) Had any improper dealings with government (e.g. improper solicitation of contracts, improper lobbying or representations)? YES NO
 - (h) Been involved in any issue or controversy that has gone, or is likely to go, to litigation or public review? YES NO
 - (i) Made an assignment or lodged a proposal under the *Bankruptcy and Insolvency Act*? YES NO
 - (j) Been discharged, suspended or asked to resign from any employment? YES NO

If **YES**, please describe:

2. Have you or any organization or group that you are associated with promoted or encouraged hatred against people or persons on the basis of ethnicity, language, colour, religion, culture, gender or sexual orientation? YES NO

If **YES**, please describe:

3. Generally, are you aware of any facts or matters which, if publicly disclosed, could cause the SNPBC embarrassment or hinder your performance of your duties as a board member? YES NO

If **YES**, please describe:

4. The Society of Notaries Public of British Columbia is responsible for ensuring awareness of all relevant information related to potential appointees. We are asking you to use this section to disclose any issues that may be of public interest in the event you are appointed to serve. Such issues can include civil lawsuits, criminal charges or convictions.

Below, describe any issues:

NOT APPLICABLE

PART G – BIOGRAPHY

I agree that if I am appointed to serve, the Society of Notaries Public of BC may publish a biography of me.

Please include a 200 word biography below:

PART H – REFERENCES (OPTIONAL)

Please provide a minimum of two references:

NAME	TITLE	CONTACT NUMBER	EMAIL ADDRESS

PART I – DECLARATION

I understand that the Organization and its affiliates may verify relevant information with respect to all candidates for potential appointments.

By signing below, I authorize the Society and/or its affiliates to verify or obtain any personal information about me directly from organizations or references referred to in this form and from any person, government education institution, police force, military authority or governing body for the purpose of evaluating my ability to serve. I also consent to the disclosure of my personal information to such persons or organizations when such disclosure is necessary to evaluate my suitability for appointment.

If, at any time following the signing of this form, there are changes to the information given herein regarding conflict of interest, or any other part of this form, either by way of addition or deletion, within 14 calendar days of this change, I will submit an updated Candidate Profile and Declaration form describing such change.

I solemnly promise that the information provided is true and complete.

I acknowledge and agree to adhere to the Best Practices Guidelines

SIGNATURE (type your name to sign electronically)

DATE SIGNED
DD / MMM / YYYY