

**Self-Evaluation Guide for those  
preparing to apply for election to the  
Board of Directors in 2019**

The Nomination Committee developed this Self-Evaluation Guide for the personal use of all applicants wishing to stand for election to the RTO/ERO Board of Directors in May, 2019. The Guide will not be collected and outlines the mandatory criteria (Part 1) as well as the criteria considered assets (Part 2) to help applicants in completing the application form. If candidates do not meet the mandatory requirements set out in Part 1, their application will not be forwarded by the Committee to the Board.

It is strongly recommended that the form be filled electronically.

**Part 1: Requirements**

The following criteria are considered mandatory competency areas for applicants to qualify to stand for election. You should clearly identify how you have met at least one of the requirements outlined in each of the following areas:

1. Governance and formal leadership experience
  - Registered charity
  - Other Boards (e.g.: Hospital, College/University)
  - RTO/ERO Provincial or District leader
  - Provincial or local union leader
2. Interpersonal skills
  - Proven team work/team building
  - Excellent listening abilities
  - Proven consensus building
  - Positive contributions
3. Communications skills
  - Strong abilities with various technologies
  - Excellent oral and written communication skills
  - Strong and current social media understanding and skills
4. Data-based decision abilities
  - Financial skills with spread sheets and investment statements
  - Ability to monitor membership trends
  - Application of research and data for member information
  - Data utilization to make best-balanced decisions
  - Takes time to reflect, seeks out data and expertise, identifies knowledge gaps, learns about and scans the environment for trends and opportunities

## **Part 2: Assets**

The following criteria are designed to assist applicants with the development of a cover letter (page 4 of the application form) that will accompany the applicant's submission. You should clearly identify the various assets from the following list that you are able to contribute to your work as an elected member of the Board of Directors.

### 1. Attributes:

- Integrity, honesty, courage
- Active contributor
- Collaborative
- Flexible
- Visionary

### 2. Knowledge and expertise

- Advances the mission of RTO/ERO
- Understands organizational development
- Understands RTO/ERO Bylaw and Policies
- Identifies entrepreneurial opportunities
- Understands legal and fiduciary responsibilities of a board member
- Understands the operation and structure of the RTO/ERO insurance program

### 3. Competencies

- Demonstrates experience with development and implementation of mission, vision and values for an organization
- Demonstrates strategic thinking/planning
- Demonstrates development of relationships, alliances and networks that benefit the organization
- Demonstrates oral and written skills in both official languages

### 4. Accountability

- Demonstrates responsibility for Board actions, decisions and policies
- Honours obligations to members, districts, partners and staff
- Operates in a transparent and professional manner
- Maintains confidentiality

### 5. Institutional memory

- Has a knowledge of operations, processes and procedures of RTO/ERO