

## **Board Member Competencies**

**Please complete the following three Checklists.**

### **Checklist No. 1: *Personal/Interpersonal Competencies***

<b>SKILL/EXPERIENCE</b>	
<b>Accountability</b>	Take responsibility for all work activities and personal actions; follows through on commitments; implements decisions that have been agreed upon; maintains confidentiality
<b>Comments</b>	
<b>Leadership</b>	Describe your leadership skills and behaviors that contribute to superior performance
<b>Comments</b>	
<b>Teamwork</b>	Describe your ability to work cooperatively and collaboratively with others to achieve collective goals
<b>Comments</b>	
<b>Written and Verbal Communication Skills</b>	Describe your communication styles, and, effective ways to communicate to different audiences in diverse situations, (committee/membership/external; familiarity with IT tools)
<b>Comments</b>	

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The collection, use & disclosure of Candidate information

Your provision of Candidate Information to the Canadian Owners and Pilots Association (COPA) means that you agree and consent that we may collect, use and disclose your Candidate Information to the COPA membership for election purposes. If you do not agree with these terms, you are requested not to provide any Candidate Information to the Canadian Owners and Pilots Association (COPA).

Please complete the Checklists 2 to personally rate your experience level in each category. Please note “1” is considered “low” and “5” is considered as having a high level of appropriate competency, experience and knowledge. There is a comment section under each level if you have additional information that you would like to provide.

**Checklist No. 2: *Governance Competencies***

SKILL/EXPERIENCE		Level
<b>Board Experience</b>	Experience in Serving on public sector, private sector or not-for-profit boards. Experience with good governance policies	
<b>Comments</b>		
<b>Governance Experience</b>	Understanding the difference between governance and management. Experience in governance of a Board, such as Bylaw review; drafting of policies; received training in Governance	
<b>Comments</b>		
<b>Board Leadership Experience</b>	Experience in serving as a Board chair, Committee Chair, or in other leadership positions	
<b>Comments</b>		
<b>Committee Experience</b>	Experience with serving on Board and/or Council Committees	
<b>Comments</b>		

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<b>Risk Assessment and Management</b>	Experience in the process and follow through of identifying principal corporate risks, ensuring that management has implemented the appropriate systems to manage risks	
<b>Comments</b>		
<b>Strategic Planning Experience</b>	Experience with contributing, evaluating, and implementing a strategic plan; including a demonstrated ability to focus on longer term goals and strategic outcomes	
<b>Comments</b>		

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Please complete the Checklists 3 to personally rate your experience level in each category. Please note “1” is considered “low” and “5” is considered as having a high level of appropriate competency, experience and knowledge. There is a comment section under each level if you have additional information that you would like to provide.

**Checklist No. 3: Specific Competencies – Technical Skills and Strategic**

**Competencies:** (Please mark *not applicable* if you do not have education or experience in the areas listed below.)

SKILL/EXPERIENCE		Level
<b>Legal</b>	Practical knowledge in the application of and compliance with specific laws, legislation and regulations specific to the Personal Aviation community	
<b>Comments</b>		
<b>Financial/Investment/Accounting/Business Knowledge</b>	Understanding of financial operational management; proper application of internal controls; financial reporting; knowledge of other considerations and issues associated with the auditing requirements for public/private sectors, or not-for-profit boards, understanding of financial markets and instruments, of e-business and e-commerce	
<b>Comments</b>		
<b>Medical</b>	Past or current Medical practitioner that can provide advice and assistance in establishing board policy and direction regarding Transport Canada’s physical standards for Civil Aviation personnel	
<b>Comments</b>		

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<b>Aviation</b>	Specific aspects of aviation that you have or are involved in (please explain below how this will be helpful to COPA). Some examples are: aircraft ownership, flight instructor, regulatory development, airport management, air traffic control, Avionic systems.	
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<b>Comments</b>		
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<b>Advocacy</b>	Political or aviation industry experience and recent contacts that would be useful in advancing COPA’s objectives.	
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<b>Comments</b>		
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<b>Marketing/Fundraising/ Philanthropy</b>	Knowledge about experience in Advertising, Public Relations, Event Management, Estate planning.	
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<b>Comments</b>		
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<b>Human Resources</b>	Talent management, Training, Employee relations, Conflict resolution, Team Building	
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<b>Comments</b>		
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