



Board of Trustees

**CONFIDENTIAL**  
**Nomination Form**  
**Community Member**  
**Brock University Board of Trustees**

Nominations, including self-nominations, for the appointment of community members to the Board of Trustees of Brock University are accepted on an ongoing basis. The Board Governance/Nominating Committee reviews submissions and makes recommendations to the Board of Trustees for appointments. The nomination process is held in strict confidence. As a result, it is important to note that the Committee does not disclose the status of nominations at any time.

The Nomination Form, together with the appended Board Member Skills Matrix (to be completed by the “candidate”), must be included with the nomination together with the candidate’s resumé and any additional supporting documentation. The Nomination package is to be submitted, in confidence, to:

Office of the University Secretariat  
Brock University  
1812 Sir Isaac Brock Way, Suite 1107  
St. Catharines, Ontario L2S 3A1

or via electronic mail: [universitysecretary@brocku.ca](mailto:universitysecretary@brocku.ca)

For more information on the Board of Trustees see: <http://www.brocku.ca/university-secretariat/board-of-trustees>

<b>CANDIDATE</b>	Full Name	
	Title	
	Address City/Province	Is this a business <input type="checkbox"/> or home address <input type="checkbox"/> ?
	Telephone / E-mail	Is this a business <input type="checkbox"/> or home contact <input type="checkbox"/> ?

<b>NOMINATOR</b> (if applicable)	Full Name	
	Address City/Province	
	Telephone / E-mail	
	Date	

**CANDIDATE’S BIOGRAPHICAL INFORMATION**

Please provide a summary of the candidate’s biography. Explain the candidate’s qualifications based on the experience/knowledge indicated on the attached Board Member Skills Matrix (to be completed by the Candidate). Also, explain the personal characteristics and attributes which make the nominee a suitable candidate for membership to the Brock University Board of Trustees and why this person would consider being a Board member.

**REFERENCES**

Optional: Please provide the name and contact information of individuals who may provide a reference for the candidate.

## BOARD MEMBER SKILLS MATRIX

Name: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_  
 Date(s) Updated: \_\_\_\_\_

Please use this matrix to rate yourself in each category with 1 being low and 4 being a high level of experience and/or knowledge. Provide examples, where applicable.

Skill/Experience	Competency	1	2	3	4
Board Experience	Experience serving on public sector, private sector or not-for-profit boards.				
	Examples:				
Post-Secondary Education Sector Experience	Familiarity with the post-secondary education sector				
	Examples:				
Committee Experience	Experience serving on committees.				
	Examples:				
Community Service	Experience in community service.				
	Examples:				
Strategic Planning	Experience with strategic planning and evaluation of implementation of the plan.				
	Examples:				
Government Relations	Experience in strategic government relations planning and implementation				
	Examples:				
Leadership Experience	Experience serving as a committee Chair or in other positions of leadership.				
	Examples:				
Accounting Knowledge	Understanding financial reporting, considerations and issues associated with the auditing requirements of a complex public sector institution. Do you hold the designation of CPA? Yes ___ / No ___				
	Examples:				
International Experience	International business or non-profit experience; international education; international network ties; foreign language proficiency; cross cultural understanding.				
	Examples:				

Facilities Management	Experience with the management of existing, and planned construction of new physical plant facilities, within a dynamic urban environment.				
	Examples:				
Financial/Investment	Understanding of financial operational management of a complex not-for-profit institution, including resource allocation institutional investment oversight and reporting.				
	Examples:				
Fundraising	Experience with the planning and implementation of fundraising strategies and campaigns.				
	Experience evaluating the momentum and success of a fundraising program.				
	Willingness to participate in active fundraising on behalf of the University				
	Direct experience in not-for-profit fundraising				
Examples:					
Marketing/Communications	Understanding of the unique requirements of effective marketing and communication planning and implementation in a University setting.				
	Examples:				
Information Technology	Understanding of the information technology requirements of a complex organization.				
	Examples:				
Human Resource Practices	An appreciation for the best practices in human resources management with familiarity with Human Rights employment legislation and Labour Relations.				
	Examples:				
Senior Management	Experience dealing with the issues and challenges facing a complex institution.				
	Examples:				
Legal	Legal practice and/or background				
	Examples:				
Political	Involvement in local, provincial or national politics.				
	Examples:				
Sector Involvement	Please list what industries / sectors you have been involved in:				
Other	Please include any other relevant skills or experience:				

<b>Nominee's Characteristics/Attributes</b>	
Residence Location	
Business Location	
Brock Graduate	
Public Profile	
Availability for Meetings	
Volunteer Activity	
Commitment to Education	
Current Brock Involvement	
Perceived Reputation	
Network of Contacts	

### **VOLUNTARY SELF-IDENTIFICATION (OPTIONAL)**

In keeping with the Board of Trustees Diversity and Inclusion Policy, the Board of Trustees is committed to respecting, fostering and supporting diversity and inclusion at Brock University, within its leadership and university governance. Nominations are invited from all qualified persons and members of under-represented or equity seeking groups are encouraged to apply.

Candidates are invited to complete the following section:

PLEASE INDICATE BY CLICKING ON THE APPLICABLE BOX, ANY OF THE FOLLOWING DESIGNATED GROUP(S) THAT YOU IDENTIFY WITH:

- WOMEN
- INDIGENOUS PEOPLES
- MEMBERS of VISIBLE MINORITIES
- PERSONS WITH DISABILITIES
- LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER (LGBTQ)
- I choose **not** to self-identify