



Centre for  
Canadian Language  
Benchmarks

Centre des niveaux de  
compétence linguistique  
canadiens

## FAQ

### for Applicants to the CCLB Board of Directors

#### **How large is CCLB's Board?**

The CCLB Board has a maximum of 12 members. Quorum is simple majority, i.e., 7 out of 12 Directors.

#### **Is it a representational Board?**

There are no representation quotas for different organizations. Efforts are made, however, to ensure balance on the Board in terms of the fields from which members come as well as geographic diversity, to the extent possible. But the main selection factors are the experience, expertise and connections that individuals can bring to the Board. All CCLB Board members participate on their own behalf and not on behalf of their employer or any organization.

#### **Is it mainly an operational or policy-oriented Board?**

The Board follows a policy-oriented model. Its focus is on broad issues of policy that affect the present and future relevance and sustainability of the Centre and not the detailed review of individual projects.

#### **Who selects potential new Board members?**

The Nominating Committee is responsible for the process of inviting, reviewing and selecting applications for positions on the Board using a transparent set of criteria. It uses a common grid of analysis to come to its recommendations to the Board as a whole.

#### **Who elects new Board members?**

The Board members select new members, based on the recommendations of the Nominating Committee using a transparent set of criteria.

#### **What is the term and is it renewable?**

The term is three years and is renewable once.



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[www.language.ca](http://www.language.ca)

### **On what criteria is the selection made?**

Board members are expected to display a combination of the following attributes. Please see the application form for a complete list:

- Commitment to the goals of CCLB.
- Knowledge of and experience with the Canadian Language Benchmarks (CLB) / Niveaux de compétence linguistique canadiens (NCLC).
- Experience related to second-language acquisition by adults and/or immigration and employment.
- Strong policy interest and experience.

The following are considered additional assets:

- Accounting and finance (Treasury)
- Administration and management
- Advocacy and government/funder relations:
- A national perspective
- Education (assessment, curriculum, program evaluation, training, etc)
- Non-profit leadership experience
- Regulatory, licensing, and credential recognition
- Strategic planning
- Understanding of financial operations, accounting systems, internal control issues, and risk management.
- Ability to operate in a bilingual environment (defined as having at least a working oral comprehension of the second language).

### **How many times a year does the Board meet, and where?**

The Board meets four times a year. There is a two day meeting which takes place during the first half of June each year, usually in Ottawa. This meeting may have the option of attending in person, depending on a variety of factors. The other three meetings are by way of virtual meetings, usually in mid-September, mid-December and mid-March.

### **What are the Board's main committees?**

The Board has four permanent or standing committees. One is referred to above (the Nominating Committee) and the other three are the Board Evaluation Committee (active every other year), the Audit and Risk Management Committee, and the CELBAN (Canadian English Language Benchmark Assessment for Nurses) Committee. The Board may create other permanent or ad-hoc committees to address specific issues. Committees meet by video or teleconference, typically four times per year.

### **What are my chances of sitting on one of those committees?**

Because of the small size of the Board and the number of committees, typically first-year Board members are asked to sit on one or more committees as they need a period of learning and familiarization with the operations of the Centre.

### **How much of a time commitment does sitting on the Board represent?**

The annual June meetings are two full days, as we hold both the Board meeting and Annual General Meeting together. If an in-person option is available, board members wanting to attend in person might need to add an additional day for travel. The June meetings require a commitment of 2 days plus typically an additional day to read the supporting



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documents which members receive a week prior to the meetings. The other three Board meetings, held by way of virtual conferencing, take a maximum of two hours each, plus another two hours or so to read the supporting documents received a week before the meetings. Committees vary in their time demands, depending on the issues.

**What is meant by “ability to operate in a bilingual environment”?**

We define “ability to operate in a bilingual environment” as the ability to at least understand the other official language while you can speak in the official language of your choice. That is the standard that CCLB is committed to moving toward, but not all applicants (and not all sitting Board members) currently meet this definition.

**If I am not bilingual by that definition, should I still apply?**

We have a point system when ranking applications and if you are strong in other areas, lack of bilingualism would not necessarily disqualify you. However, all other things being equal, the applicant who can operate in a bilingual environment will have an additional asset and therefore a higher total score.

**Who pays for the travel expenses to attend the Board meeting?**

If an in-person option is available, CCLB pays for travel, accommodation and meals during the June meetings and for the virtual meetings throughout the year.

**Is it possible to have access to additional CCLB documents?**

Yes, if you wish to consult more CCLB documents, please visit our website or ask the Executive Director.

**When will I know if I have been elected to the Board?**

After the vote takes place at the June meetings, the successful applicants will be contacted. If they accept, then unsuccessful applicants will be notified. If some successful applicants decline, then this will create opportunities for the next ones in line, and so on, until all positions have been filled.

**What kind of orientation is there for new Board members?**

In addition to the Handbook for Board Members updated every year, new members have the opportunity to talk one-on-one with the Board Chair and the Executive Director in a three-way video or telephone call shortly after their appointment. They will also be assigned a mentor from among existing Board members, usually in or close to their area of residence. As well, new Board members should feel free to contact their Executive Director at any time.

**Will I receive an honorarium as a Board member?**

No, Board members are not remunerated.

**Am I expected to make a financial contribution to the Centre?**

No, but no voluntary contribution is ever turned down!



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