

# **Board of Governors of the Royal Military College Saint-Jean**

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Portfolio: Department of National Defence

Organization: Royal Military College Saint-Jean Board of Governors

Position title: Chairperson

Type: Part-time

Location: Saint-Jean-sur-Richelieu, Quebec

Application Review Date: 31 October 2024

Opportunity number: 1

## **Royal Military College Saint-Jean**

The Royal Military College Saint-Jean (RMC Saint-Jean), in Saint-Jean-sur-Richelieu Québec, is a national university dedicated to educating and developing leaders committed to serving Canada. To achieve this goal, the demands of an RMC Saint-Jean education go beyond academic achievement.

It offers, amongst other programmes, the Regular Officer Training Plan (ROTP), which is a fully subsidized education plan leading to an undergraduate degree and a commission as an officer in the Canadian Armed Forces (CAF). Officer cadets and naval cadets are enabled to excel by being immersed in an environment that values excellence in academics, physical fitness, second language proficiency and leadership. The RMC Saint-Jean environment cultivates self-discipline, self-motivation and mutual respect, and the College Motto — Truth, Duty, Valour — guides staff and students in everything they do.

Visit the RMC Saint-Jean website at <https://www.cmrsj-rmcsj.forces.gc.ca/index-eng.asp> <https://www.cmrsj-rmcsj.forces.gc.ca/fe-fs/brochure/brochure-eng.asp> for more information about RMC Saint-Jean and its programmes.

## **Board of Governors**

The role of the RMC Saint-Jean Board of Governors is to provide advice and recommendations to the Minister of National Defence, as Chancellor and President of the RMC Saint-Jean, on matters relating to RMC Saint-Jean, and to approve the academic programmes on behalf of the Minister. The Board also reviews and assists in the development of the strategic direction of RMC Saint-Jean, advises on the military, fitness, and bilingualism pillars, as well as the RMC Saint-Jean's Strategic Research Plan, and business and long-range development plans.

The Board of Governors is comprised of 18 members, including 10 ministerial appointments.

## **Position**

The RMC Saint-Jean Board of Governors in Saint-Jean-sur-Richelieu (Quebec) is looking for a Chairperson. The successful candidate will be nominated by the Minister of National Defence and appointed for a four-year term. The position is renewable for an additional four years.

## **Compensation**

The Chair will not receive an honorarium or other remuneration. Reasonable expenses incurred in the performance of the duties will be reimbursed, including costs and expenses related to attending meetings of the Board. These expenses shall be reimbursed in accordance with the Treasury Board directive on [Travel, Hospitality, Conference and Event Expenditures](#).

## **Diversity and Official Languages**

We are committed to providing a healthy and accessible workplace that supports one's dignity, self-esteem and the ability to achieve one's full potential. With this in mind, the appointee will be expected to take steps to promote and maintain a healthy, respectful, inclusive and harassment-free work environment.

Preference may be given to applicants who are members of one or more of the following groups: women, Indigenous peoples, persons with disabilities, and members of a visible minority group.

The Government of Canada will consider bilingual proficiency and diversity in assessing applicants. You are therefore encouraged to include in your online profile your ability to speak and understand your second official language.

## **Education and Experience**

To be considered, please ensure that the information provided in your curriculum vitae clearly demonstrates how you meet the following requirements:

- Bachelor's degree from a recognized university in a relevant field of study or an acceptable combination of education, training, and experience.
- A postgraduate degree would be considered an asset.
- Extensive\* experience in chairing boards or committees in the private sector, public sector, community organizations (non-profit) or a Government/Crown Corporation.
- Experience in the development of strategies, objectives, plans using best business practices and governance principles in a culture of accountability and transparency.
- Experience in military, defence or security domain or interacting with senior government officials of the federal, provincial or territorial government.
- Experience in professional (inclusive of community organizations), academic or research activities in a field related to education will be considered an asset.

\*Extensive experience is defined as the depth and breadth of experience normally acquired with having performed a broad range of various, complex related activities acquired over a period of at least three (3) years

## Knowledge, Skills and Abilities

- Knowledge of the legislative framework governing the Canadian Armed Forces.
- Ability to establish and maintain productive and collaborative relationships with experts, organizations, groups, provincial/territorial advisory bodies, and other relevant stakeholders.
- Ability to lead and build effective teams in either community, voluntary, business, academic, or professional sectors.
- Ability to embody the values of inclusion, diversity, equity, accessibility, and anti-racism.

## Language Requirements

Proficiency in both official languages would be preferred.

*If you move on to the next stage of the selection process, we will contact your references to confirm that you meet the above selection criteria and that you possess the following **Personal Attributes**:*

- Superior interpersonal skills
- Sound judgment
- High ethical standards and integrity
- Tact and diplomacy

## Eligibility Factors and Conditions of Employment

Appointees must comply with the [Ethical and Political Activity Guidelines for Public Office Holders](#) throughout their appointment as a term and condition of employment.

All appointees will be subject to the [Conflict of Interest Act](#).

Appointees must uphold the highest standards of probity and are expected to demonstrate behaviors in the workplace that afford respect, equality and dignity, to everyone they interact with at work at all times. The [Values and Ethics Code for the Public Sector](#) outlines the values and expected behaviors for public servants, including valuing diversity and creating workplaces free from harassment and discrimination. Governor in Council appointees are expected to uphold and respect these values and principles in a positive and active manner.

The Appointee must be a Canadian citizen or a permanent resident within the meaning of subsection 2(1) of the *Immigration and Refugee Protection Act*. (Statutory)

The Appointee must not be a member of the Senate or House of Commons or a member of a provincial or territorial legislature. (Statutory)

The Appointee must not be employed on a full-time basis in the federal public administration or the public service of a province or territory. (Statutory)

The Appointee must be willing and able to travel across Canada if required.

The Appointee must be eligible for a reliability status security clearance.

A background check and security clearance may be undertaken prior to appointment.

Successful candidate must commit to participating in Board meetings (2 to 4 annually) committee meetings, Board business and college activities for at least 15 days per year. The meetings are held in a combination of in person and virtual environment.

## How to Apply

Candidates must apply by email and provide the following information:

- An application form (either d4977-Em for English, or d4977-Fm for French)
- A cover letter addressed to the Chair of the Governance and Nominating Committee
- A detailed curriculum vitae

The position of Chair is currently opened until 31 December 2024. Your application must be submitted no later than 31 October 2024. However, candidates can submit their applications at any time; your application may be retained, and a list of qualified candidates may be established for similar opportunities.

The application form, cover letter, and *curriculum vitae* must be sent electronically as PDF attachments to: [marie-josee.landry@forces.gc.ca](mailto:marie-josee.landry@forces.gc.ca).

## NOTE

Information sent by email is not protected. Do not include sensitive personal information, such as Social Insurance Number and birthdate in the Application Form. All documents may be submitted in either French or English.

## Privacy Notice Statement

The personal information provided in the Application Form is collected for potential ministerial appointment purposes. This information may also be used to establish a pool of qualified candidates and for statistical reporting on diversity and employment equity. The information is collected under the authority of paragraph 4 of the [National Defence Act](#) and uses of this personal information is described in Standard Personal Information Bank [PSU 919 - Members of Boards, Committees and Councils](#). Your personal information is protected under the provisions of the federal [Privacy Act](#). Under this *Act*, you have the right to access your personal information and request changes to incorrect information. If you wish to avail yourself of this right or require clarification about this Privacy Notice Statement, contact by email the National Defence Access to Information and Privacy Coordinator at [ATIP-AIPRP@forces.gc.ca](mailto:ATIP-AIPRP@forces.gc.ca). For further details on requests for access or correction, please consult the [Info Source publication](#).