

Boards of Governors of the Canadian Military Colleges

Appointment opportunity – Civilian Member

Positions

The Canadian Military Colleges (CMC) are looking for candidates to fulfill vacancies on their Boards of Governors for a four-year term. The successful candidates will be nominated by the Minister of National Defence and appointed as civilian ordinary members to one of the CMC Boards of Governors. The positions can be renewed for an additional three-year term.

A pool of qualified candidates could be established and used for other similar appointment opportunities.

Candidate Profile

To fulfill their assigned responsibilities, the CMC Boards of Governors must rely on members having a rich and varied personal and professional profiles in fields relevant to the work of the Board.

Thus, the Boards are looking for dynamic people, engaged in their community, open-minded and sensitive to diversity and differences. Ideal candidates recognize the value of the Canadian Armed Forces and the CMC and wish to make a significant contribution to the work of the Board in this challenging time for the CMC. The people sought must demonstrate a marked interest in the responsibilities of a governor, be able to actively participate in the Board's meetings and standing committees, as well as a desire to learn and contribute.

The Board aims to reflect Canadian diversity as best as possible, in accordance with the fundamental value of equality included in the *Canadian Charter of Rights and Freedoms*, to maintain a male/female balance and to fairly represent academia, the private sector, as well as the public sector.

Canadian Military Colleges

The CMC – The Royal Military College of Canada (RMC) in Kingston, Ontario, and the Royal Military College Saint-Jean (RMC Saint-Jean) in Saint-Jean-sur-Richelieu, Quebec are national universities dedicated to educating and developing leaders committed to serving Canada. To achieve this goal, the demands of a CMC education go beyond academic achievement.

The CMC offers, amongst other programmes, the Regular Officer Training Plan (ROTP), a fully subsidized education plan leading to an undergraduate degree and a commission as a Canadian Armed Forces (CAF) officer. 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 CMC environment cultivates self-discipline, self-motivation and mutual respect, and the College Motto — Truth, Duty, Valour — guides staff and students in everything they do.

For more information about what the CMC are offering, visit [Canadian Military Colleges Universities with a difference](#). You may also visit the [RMC](#) and [RMC Saint-Jean](#) websites for more information about their history, mission and vision.

Boards of Governors

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

The role of the Board is to provide advice and recommendations to the Minister of National Defence, as the Chancellor and President of the CMC, on matters relating to CMC, and approve the academic programmes on behalf of the Minister. The Board shall also review and assist in the development of the strategic direction of CMC, and assist the Commandant and the Commander of the Canadian Defence Academy on matters relating to CMC.

Compensation

Members of the Boards do 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, 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, all appointees 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.

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

Education and Experience

- A degree from a recognized university in a relevant field or an acceptable combination of relevant education, job-related training, and experience.
- Experience serving as a member of a board of directors for a private, not-for-profit or public sector organization, or as a senior executive answerable to stakeholders in the public or private sector.

Experience that would be considered assets:

- Experience developing, implementing, and managing complex, strategic initiatives within academia or other private, not-for-profit or public sector organizations.
- Experience in technology and understanding the intersection of innovation, technology, and strategy; understanding the increasing prevalence of artificial intelligence and its applications.
- Experience in corporate governance and the development of strategies, objectives, plans, best business practices.
- Experience at the senior executive level within the private or public sector in dealing with the federal government, preferably with senior government officials.

If you move on to the next stage of the selection process, the following criteria will be assessed:

Knowledge, Skills and Abilities

- Knowledge of the Canadian Armed Forces and Canadian Military College mandate, business activities and governing legislation.
- Knowledge of Canada's research community and of the post-secondary education system.
- Knowledge in innovation and entrepreneurship; organizational leadership, strategic thinking and creative problem solving in a complex environment.
- Ability to execute the responsibilities assigned to Board members and be able to participate actively in meetings of the Boards and the Committees.
- Ability to develop and maintain effective working relationships with other Board members and stakeholders.

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
- High ethical standards and integrity
- Sound judgment
- Innovative and strategic leadership
- 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. 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 be willing and able to travel across Canada if required.
- 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 (as required) 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*

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.

Notes

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. For further details on requests for access or correction, please consult the [Info Source publication](#).