



## **Directors, Canadian Air Transport Security Authority**

*The Canadian Airports Council, the voice of Canadian airports, is seeking two candidates for nomination to the Board of Directors of the Canadian Air Transport Security Authority (CATSA). Section 10(2) of the CATSA Act requires that two members of the CATSA Board of Directors be nominated by the airport industry. To simplify the process, the Canadian Airports Council provides the Minister of Transport with the names of nominees on behalf of the industry. Candidates must apply by October 20, 2017*

## **About the Canadian Air Transport Security Authority**

The Canadian Air Transport Security Authority is a Crown corporation headquartered in Ottawa, Ontario.

The Canadian Air Transport Security Authority is an agent Crown corporation funded by parliamentary appropriations and accountable to the Parliament of Canada through the Minister of Transport. The Authority is governed by an eleven-member Board of Directors, appointed by the Governor in Council, including representatives of the airline industry and airport operators. The Canadian Air Transport Security Authority's mandate consists of four areas of aviation security:

- Pre-Board Screening: the screening of passengers and their belongings prior to their entry into the secure area of an air terminal building;
- Hold Baggage Screening: the screening of passengers' checked (or hold) baggage to prevent the boarding of prohibited items;
- Non-Passenger Screening: the random screening of non-passengers accessing restricted areas at the highest-risk airports; and
- Restricted Access Identity Card: the program uses iris and fingerprint biometric identifiers to allow non-passengers access to the restricted areas of airports.

The Board of Directors of the Authority is responsible for the overall stewardship of the Authority. The key roles and responsibilities of the Board include strategic direction and public policy; financial oversight; and, corporate oversight.

Further details about the organization and its activities can be found on the [Canadian Air Transport Security Authority's website](#).

## **Diversity**

CAC also encourages applications from women, Indigenous Canadians, persons with disabilities, and members of visible minorities.

## **Education and Experience**

- A degree from a recognized university in a relevant field of study, or an acceptable combination of equivalent education, job-related training or experience;
- Experience in airport operations and/or management, specifically: terminal operations, customer service, security, passenger experience, or other relevant experience;
- Experience in business transformation, with particular experience in business model change and/or privatization;
- Experience serving as a member of a board of directors for a public or private sector organization or as a senior executive answerable to stakeholders in the public or private sector;
- Experience in dealing with representatives of government or the private sector, preferably at senior levels;
- Experience in one or more of the following areas: security and intelligence, information technology policy, enhancing customer experience, or major project management would be considered assets.

## **Knowledge, Skills and Abilities**

- Knowledge of the role and responsibilities of a board member;
- Knowledge of human and financial resources management, strategic corporate planning, monitoring, and evaluation of corporate performance;
- Knowledge of corporate governance including good governance principles and best practices;
- Knowledge in one or more of the following areas: law, labour relations, public policy, media or communications, pension plan administration or governance, pension plan investment, information technology, security and intelligence, client services, and marketing;
- Financial literacy;
- Ability to identify, analyse and define priorities and strategies;
- Ability to anticipate emerging issues;
- Ability to develop and maintain effective working relationships with other board members and the board's partners and stakeholders; and
- Superior communications skills, both oral and written, and the ability to manage communications with a variety of stakeholders.

## **Language Requirements**

Proficiency in both official languages would be preferred.

## **Personal Attributes**

The CAC seeks candidates that can demonstrate the following personal attributes:

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

## **Eligibility Factors and Conditions of Employment**

In your application, it will be important that you confirm you meet the following requirements:

## Statutory

- No person may be appointed or continue as a director of the Authority who:
  - a. is not a Canadian citizen or a permanent resident under the *Immigration and Refugee Protection Act*;
  - b. is a member of the Senate or House of Commons or a member of a legislature;
  - c. is employed on a full-time basis in the public service of Canada or of a province;  
or
  - d. is a mayor, councilor, officer or employee of a municipality.
- No officer or employee of a Crown corporation or any of its affiliates, other than the chief executive officer, shall be a director of the Canadian Air Transport Security Authority (statutory).
- The average annual time commitment for Directors is 25 days. The Board and committees meet at least four times per year, normally in the National Capital Region. The Board also meets by teleconference several times per year, as required. Directors may be called upon to sit on one or more committees.

If you are appointed to one of these positions:

You must comply with the *Ethical and Political Activity Guidelines for Public Office Holders* throughout your appointment, as a term and condition of employment. The guidelines are available on the Governor in Council Appointments website, under [Forms and reference material](#).

You will be subject to the [Conflict of Interest Act](#). For more information, please visit the [Office of the Conflict of Interest and Ethics Commissioner's website](#).

Please send your cover letter and resume to Holly Christian at [holly.christian@cacairports.ca](mailto:holly.christian@cacairports.ca)