**Checklist No. 1: *Personal/Interpersonal Competencies***

|  |  |
| --- | --- |
| **SKILL/EXPERIENCE** |  |
| **Accountability** | Take responsibility for all work activities and personal actions; follows through on commitments; implements decisions that have been agreed upon; maintains confidentiality |
| **Comments** |
|  |
| **Leadership** | Describe your leadership skills and behaviors that contribute to superior performance |
| **Comments** |
|  |
| **Teamwork** | Describe your ability to work cooperatively and collaboratively with others to achieve collective goals |
| **Comments** |
|  |
| **Written and Verbal****Communication Skills** | Describe your communication styles, and, effective ways to communicate to different audiences in diverse situations, (committee/ membership/external; familiarity with IT tools) |
| **Comments** |

**Checklist No. 2: *Governance Competencies***

|  |  |  |
| --- | --- | --- |
| **SKILL/EXPERIENCE** |  | **Level** |
| **Board Experience** | Experience in Serving on public sector, private sector or not-for-profit boards. Experience with good governance policies |  |
| **Comments** |
|  |
| **Governance Experience** | Understanding the difference between governance and management. Experience in governance of a Board, such as Bylaw review; drafting of policies; received training in Governance |  |
| **Comments** |
|  |
| **Board Leadership Experience** | Experience in serving as a Board chair, Committee Chair, or in other leadership positions |  |
| **Comments** |
|  |
| **Committee Experience** | Experience with serving on Board and/or Council Committees |  |
| **Comments** |

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|  |
| **Risk Assessment and****Management** | Experience in the process and follow through of identifying principal corporate risks, ensuring that management has implemented the appropriate systems to manage risks |  |
| **Comments** |
|  |
| **Strategic Planning****Experience** | Experience with contributing, evaluating, and implementing a strategic plan; including a demonstrated ability to focus on longer term goals and strategic outcomes |  |
| **Comments** |

**Checklist No. 3: *Specific Competencies – Technical Skills and Strategic Competencies:*** (Please mark ***not applicable*** if you do not have education or experience in the areas listed below.)

|  |  |  |
| --- | --- | --- |
| **SKILL/EXPERIENCE** |  | **Level** |
| **Legal** | Practical knowledge in the application of and compliance with specific laws, legislation and regulations specific to the Personal Aviation community |  |
| **Comments** |
|  |
| **Financial/Investment/ Accounting/Business Knowledge** | Understanding of financial operational management; proper application of internal controls; financial reporting; knowledge of other considerations and issues associated with the auditing requirements for public/private sectors, or not-for-profit boards, understanding of financial markets and instruments, of e-business and e-commerce  |  |
| **Comments** |
|  |
| **Medical** | Past or current Medical practitioner that can provide advice and assistance in establishing board policy and direction regarding Transport Canada’s physical standards for Civil Aviation personnel |  |
| **Comments** |
|  |

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| --- | --- | --- |
| **Aviation** | Specific aspects of aviation that you have or are involved in (please explain below how this will be helpful to COPA). Some examples are: aircraft ownership, flight instructor, regulatory development, airport management, air traffic control, Avionic systems. |  |
| **Comments** |
|  |
| **Advocacy** | Political or aviation industry experience and recent contacts that would be useful in advancing COPA’s objectives. |  |
| **Comments** |
|  |

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| --- | --- | --- |
| **Marketing/Fundraising/****Philanthropy** | Knowledge about experience inAdvertising, Public Relations, Event Management, Estate planning systems. |  |
| **Comments** |
|  |
| **Human Resources** | Talent management, Training, Employee relations, Conflict resolution, Coaching |  |
| **Comments** |
|  |