



**Catalyst Advisory Board
Recruitment Package**

Application Period: July 24 – August 18, 2023

ADVISORY BOARD RECRUITMENT

The Centre for Ocean Applied Sustainable Technologies (COAST) is currently recruiting new members for a 3-year term on its Catalyst Phase Advisory Board, starting in September 2023.

The Centre for Ocean Applied Sustainable Technologies (COAST) is a branch of the South Island Prosperity Partnership (SIPP), an economic alliance of public and private partners, including municipalities, First Nations, post-secondary institutions, major employers, non-profits, philanthropy, and industry associations. Since its inception in 2016, SIPP includes in its mandate a commitment to building partnerships and working to bolster our region's economic and social prosperity. This will happen by catalyzing the creation of high-quality, household-sustaining jobs, so that more families can afford to live, work and build a life here.

COAST is the center of gravity for technology and innovation in Pacific Canada's ocean and marine space. It achieves this by:

- building an inspired, connected and engaged ecosystem of collaboration.
- Advancing Pacific Canada's Blue Economy leading to job creation, environmental benefits, exports, and domestic and international investment.
- Supporting companies to test, demonstrate and commercialize high potential (economic and environmental) innovation and the application of novel technologies.

COAST is governed by an Advisory Board, a non-fiduciary board that is part of the SIPP organization and autonomously responsible for strategic oversight, vision and direction for COAST. The COAST Advisory Board works with the COAST Executive Director, providing vision and guidance, including:

- Providing industry, commercial and academic perspectives and worldview into COAST's activities and plans
- Guiding COAST's strategy, values, mission, and engagement strategy
- Guiding strategic areas of focus highlighted in an annual operating plan
- Providing project support and guidance (such as providing advice, sharing ideas, engagement, contributing to proposals, and/or other collaboration)
- Monitoring COAST's progress and performance
- Reporting annually on progress, or as needed (The Advisory Board will report to the SIPP Board of Directors at least once per year).

The Executive Director of COAST is responsible to lead the development and operation of COAST and shall be accountable to the Advisory Board. The Executive Director is a direct report to the SIPP Group CEO.

COAST is establishing the Ocean and Marine Leadership Table (OMLT) with the Association of British Columbia Marine Industries (ABCMI) and Ocean Networks Canada (ONC) to be a strategic steering committee for the development and growth of the Blue Economy in Pacific Canada. The OMLT will provide the COAST Advisory Board with position papers to consider in the review and setting of the COAST direction.

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Over the next 3 years, COAST will focus on achievements in the following four strategic priority areas:

- ***Help industry find new commercial solutions to key challenges facing the ocean industry***
- ***Support start-ups and new ventures in the Blue Economy***
- ***Engage Indigenous leadership in the Blue Economy***
- ***Attract talent, capital and partnerships to grow businesses in Pacific Canada***

The closing date for applications will be at 4:30 pm (PST) on Friday, August 18, 2023.

Candidates

We are seeking candidates who are driven by the belief that they can make a difference in this sector by leveraging their skills, backgrounds, and connections in one or more of the following areas:

- Business, Technology and Economic Development
- Clean Growth
- Entrepreneurship
- Industry Transformation
- Legal, Governance, Accounting
- Equity, Diversity and Inclusion

Advisory Board members demonstrate strengths in leadership, teamwork, vision-setting, and strategic-thinking. Members should be proactive, willing to leverage their networks, and have a positive outlook.

Members are responsible for working with stakeholders to set COAST's overarching vision; develop and oversee policy and governance; as well as support the work of the Executive Director (ED).

Members work with a style of governance that is derived from policy-based governance models. The Board's involvement in operational areas will be established only by ad hoc committees as required in collaboration with the ED.

An Advisory Board member shall be familiar with the following:

- The general economic makeup of the South Island region.
- Economic development, business and sector development, and/or economics.
- The duties and expectations of an advisory board.
- Corporate governance training is an asset.

ADVISORY BOARD RECRUITMENT

Commitment

The Advisory Board is required to meet (virtually) a minimum of eleven times a year. An annual agenda cycle will be created annually after the AGM. Members must be willing to lead one of the sub-committees listed below:

- Facilities
- Membership
- Training and Skills Development
- Programming
- Investment
- Indigenous Engagement

Selection Process

An Advisory Board Selection Committee will assess the applicants' qualifications, experience, and competencies according to competency-based selection criteria. The Board Selection Committee will include representation from the South Island Prosperity Partnership and the COAST Startup Advisory Board.

The Board Selection Committee will consider the need for sectoral representation and strive to represent diversity regarding gender, ethnicity, and age.

A final interview will occur with members of the Board Selection Committee. Recommendations will be made to the COAST ED for approval.

Eligibility

1. Applicants must be the age of majority.
2. Must not be an Elected Official.
3. Must not be a Person designated to exercise the rights of COAST membership on behalf of their Organization. (Still eligible to apply).
4. As per the Society Act, must not have filed for, or currently undergoing bankruptcy proceedings, or have declared bankruptcy.

A completed application comprises the application form (see below) and resume.

The closing date for applications will be at 4:30 pm (PST) on Friday, August 18, 2023.

The recruitment process will be conducted in the last weeks of August, and you will be notified of the results by Wednesday, September 13th, 2023.

ROLES AND RESPONSIBILITIES

Roles

- Attend (both virtual and in person) and contribute in all scheduled Advisory Board meetings
- Review meeting minutes from the previous meetings prior to each Advisory Board meeting
- Identify any actual and/or perceived conflicts of interest and abstain from such discussions if such exist
- Keep up to date with the current state of affairs with respect to the Blue Economy and opportunities for COAST
- Review materials provided by COAST leadership and other sources to refine the position and direction of COAST

Responsibilities

- Identify opportunities for COAST to grow and succeed in its mission to the centre of gravity for all things technology and innovation in Pacific Canada's ocean and marine sector
- Provide key areas of discussion for the OMLT and review recommendations or concepts provided by the OMLT in setting the direction for COAST
- Represent COAST at specific events as coordinated by the COAST team
- Contribute to the development of the COAST Strategic Plan
- Support the Executive Director on a regular basis (including outside meeting forums) by sharing insights and strategic concepts for stewarding COAST's success.
- Advocating for COAST and its mandate within their own business/organizational/professional circles.
- Promote their role as a COAST Advisory Board member in professional circles including on social media (e.g. LinkedIn)