

Workplace Safety & Prevention Services

Information for Prospective Board Applicants

Purpose of the Pre-Orientation

This session has been designed to:

- Provide valuable background on the WSPS
- Provide insight into the WSPS, its mission, values and the competencies needed to be a Board Director
- Answer many of your questions BEFORE you apply to be a Board Director or consider nominating a Board Director
- Assist you in understanding if you are able to meet the level of commitment required as a Board Director at WSPS

Who is the WSPS?

The Workplace Safety and Prevention Services is incorporated under the Ontario Not for Profit Corporations Act. WSPS receives grant funding from the Government of Ontario and is part of the Ontario Health and Safety System.

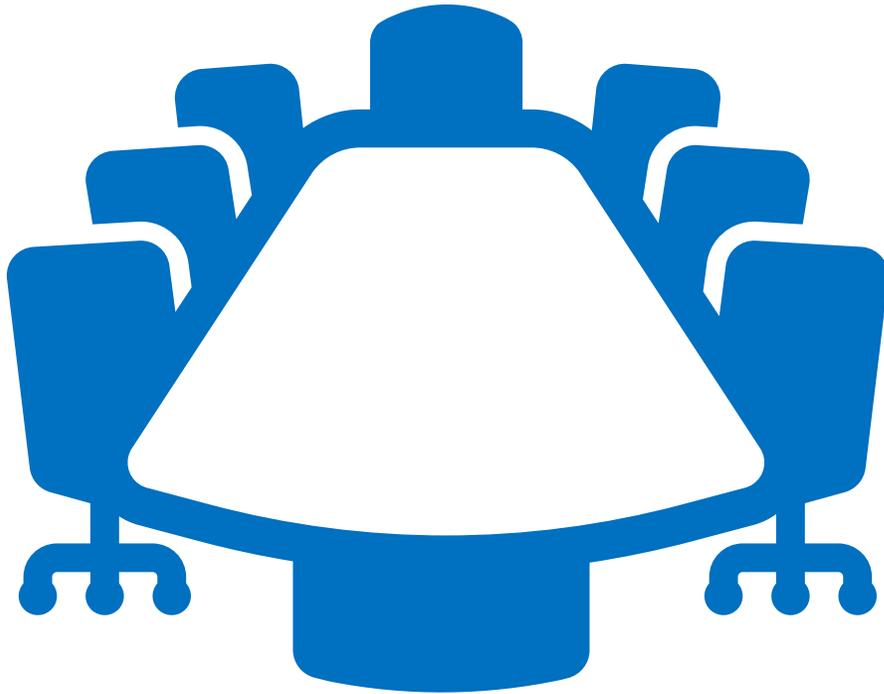
Supporting Ontario workplaces

With our expertise and strong industry connections, we are here to help your business navigate health and safety.

- We serve **171,000 MEMBER FIRMS** and **4.2 MILLION WORKERS** in Ontario's manufacturing, agricultural and service sectors
- We support **COMPLIANCE** with federal and provincial H&S regulatory requirements
- We offer **CONSULTING, TRAINING, GUIDANCE AND RESOURCES** to protect businesses and workers



What is the Structure of the WSPS Board?



- The affairs of the Corporation are managed by twelve volunteer Directors.
- WSPS holds two in person meetings each year in Mississauga; one in June and one in September, March and December meetings are planned to be held virtually.
- Meetings take place during business hours.
- Meetings of the Board may be held by telephone, electronic or other communications facilities provided that all Directors of the Corporation agree, and the method permits the Directors to hear each other. A Director participating in a meeting using such a method is deemed to be present at the meeting.

Terms and Time Commitment

- Director terms are three years in duration, with the option to serve a maximum of two terms.
- The total time commitment expected, between Board and Committee meetings and preparation, averages one day per month
- Board members are prohibited from seeking or accepting employment with WSPS for a period of 24 months following the end of their board term.



Will I need to also do Board Committee Work?



Yes, each WSPS Board member is expected to serve on one Standing Committee:

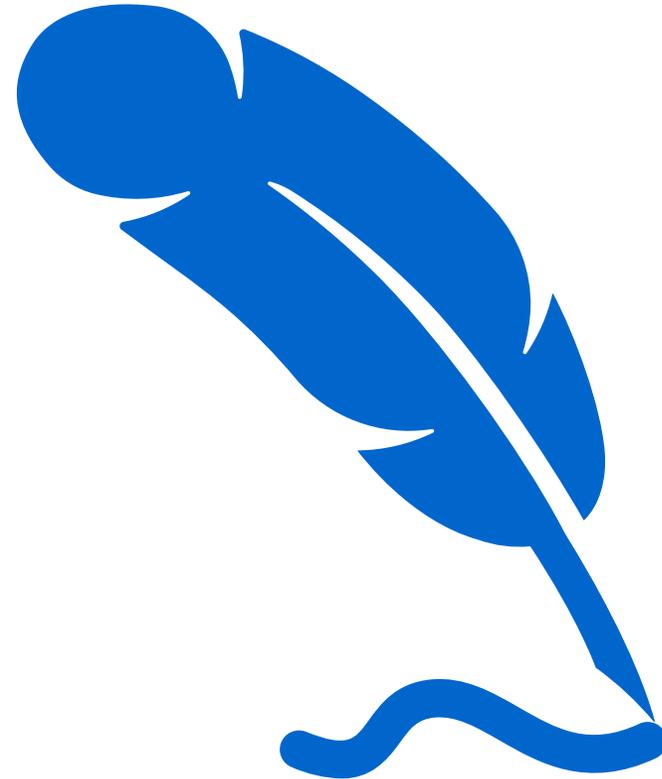
- Governance Committee;
- Audit and Finance Committee;
- Human Resources Committee;
- Ad Hoc Committees as the Board may from time to time approve

Committees typically meet quarterly

Committees are responsible to report after each meeting to the Board

Is there Compensation as a Board Director?

- The Directors of the Corporation shall serve without remuneration as this is a volunteer board position
- A Director may be reimbursed for reasonable expenses incurred in the performance of their duties and the performance of any other activities for which reimbursement of reasonable expenses has been authorized by the Board
- The provision of Director's and Officer's Liability Insurance shall not be considered remuneration



What are the Duties & Responsibilities of a WSPS Board Director?

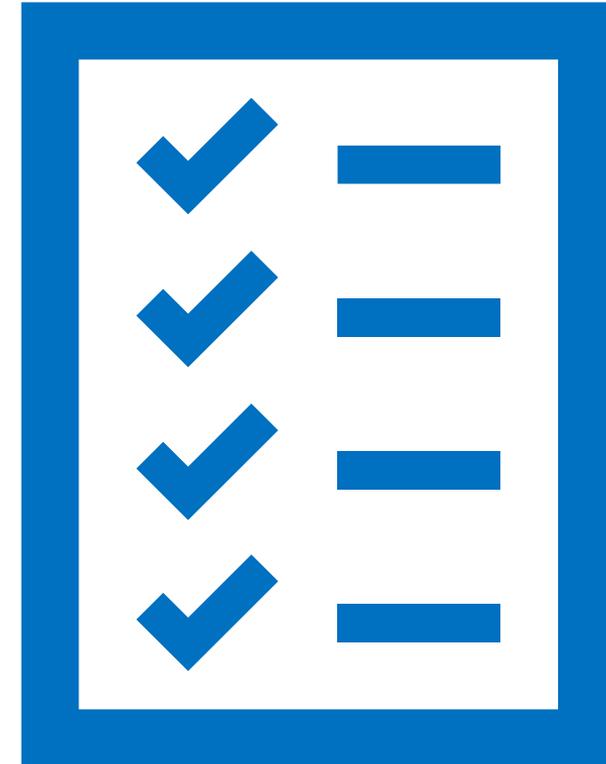
- Members of the Board of Directors owe fiduciary duties to WSPS
- The principal duties are the duty of care, the duty of loyalty, and the duty of candor
- Actively lead, support, and promote WSPS's vision and mission
- Be knowledgeable about the industry and the environment in which it operates
- Keep informed as to the policies, business and affairs of the organization
- Understand and respect the difference between governing and managing
- Prepare for Board and committee meetings by reading reports and background materials
- Use relevant business knowledge and experience to assist in the development of long-range policy objectives
- Contribute fully and honestly to the Board and committee discussions

What competencies and experience do I need to be a Board Director at WSPS?

- Financial understanding of an organization of the size and scale of the WSPS (\$50M)
- Strong business acumen gained from working experience as a Director or senior executive
- Understand the complex relationship between the WSPS and government
- Previous board experience at an organization of this depth and breadth
- Formal education in governance is a definite asset
- Preference for Candidates with executive experience (director or above) in Agriculture, Manufacturing and Service sectors
- WSPS welcomes applicants from a diverse background
- Only applicants from Ontario will be considered

What about Onboarding New Directors?

- Onboarding is conducted by internal and external subject matter experts focusing on governance, legal, insurance, finance, scorecard measurement and committee
- Training during the onboarding process focuses on Respect in the Workplace, Accessibility for Ontarians with Disabilities, Enterprise Risk Management and Occupational Health and Safety Management Systems



What can I expect after I apply?

Your application will be reviewed by the Governance Committee.

If approved, you will receive a phone screen by the Manager, Governance & Policy Analytics.

If successful in the phone screen stage, you will have an interview with the Governance Committee. Traditionally this has been a panel of 3 to 4 Directors with a single round of interviews.

If the Governance Committee nominates you to the Board, your application will be presented at the next Board of Directors Meeting.

The Board will review and recommend you to the membership at the annual general meeting (traditionally in September).

Director orientation takes place during the summer once the Board has approved the slate of Directors but before the first Board Meeting.

The new Director will join the Board Meeting immediately following the AGM.

What are my next steps?

- Be sure to visit wsps.ca for even more information
- More Questions? Please reach out to: Michelle.McCloskey@wsps.ca

Additional Documentation for Reference

- [Strategic Plan](#)
- [Annual Reports](#)
- [Code of Ethics and Code of Conduct Policy](#)
- [Candidate Conflict of Interest Policy](#)
- [Current Board Members](#)