



**CANDIDATE PROFILE
AND DECLARATION**
for Governing Boards

INSTRUCTIONS

- For you to be considered for appointment to a governing board of a British Columbia public sector organization, the Board Resourcing and Development Office is required to collect your personal information.
- The "Organization" is the entity to which you are applying to serve.
- If you require more space, attach a separate sheet.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information on this form is collected for the purpose of administering a variety of statutes that authorize the appointment of individuals to public sector organizations under the authority of section 26(a) of the FOIPPA. Information on the authority for a specific appointment is available on request. All information provided to us will be considered as supplied in confidence. Under certain circumstances some information may be released subject to the provisions of the FOIPPA. The Board Resourcing and Development Office is the office of record for this form. Questions about the collection or use of this information can be directed to the Board Resourcing and Development Office by email at abc@gov.bc.ca or by telephone at 604 775-2095.

Enter the name of the Organization you are applying to serve on the board of:

Douglas College Board of Governors

PART A – PERSONAL INFORMATION

FULL LEGAL NAME (include first, middle and last name)

Adel Abdulhafid Gamar

PREFERRED NAME (if different than full legal name)

Adel Gamar

RESIDENTIAL ADDRESS (include street or PO box)

s.22

CITY

PROVINCE

POSTAL CODE

HOME TELEPHONE NUMBER

s.22

CELL PHONE NUMBER

s.22

WORK TELEPHONE NUMBER

()

EMAIL ADDRESS

s.22

DATE OF BIRTH (required to verify background information)

DD / MMM / YYYY

s.22

PART B – BACKGROUND INFORMATION

1. Educational background (provide a chronology):

INSTITUTION

DEGREE/DIPLOMA OBTAINED

TERM ATTENDED (MMM/YYYY)

FROM TO

2. Professional and employment background (provide a chronology):

ORGANIZATION

POSITION

TERM OF SERVICE (MMM/YYYY)

FROM TO

3. Board directorship/community/volunteer activities (provide a chronology):

ORGANIZATION	POSITION	TERM OF SERVICE (MMM/YYYY)	
		FROM	TO

s.22

4. Professional designations/memberships in professional organizations (provide a chronology):

PROFESSIONAL ORGANIZATION	DESIGNATION (if applicable)	TERM OF MEMBERSHIP (MMM/YYYY)	
		FROM	TO

s.22

5. Are you currently involved in lobbying activity? s.22

If YES, complete the following table.

NAME OF CLIENT	UNDERTAKING START AND END DATES (MMM/YYYY)	
	FROM	TO

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6. Have you authored any published works? (includes books, articles, blogs, professional journals): s.22

If YES, attach a separate document of published works along with corresponding dates.

PART C – FINANCIAL ACUMEN

Indicate if you have previous experience with each of the following:

1. Reading and interpreting financial statements s.22
2. Reading and interpreting budgets
3. Familiarity with audit reporting
4. Service in the capacity of a treasurer or finance committee member or chair

PART D – CONFLICT OF INTEREST: DISCLOSURE STATEMENT

A conflict of interest exists for a board member who has a private or personal interest that appears to influence the board member's judgement in making decisions in the Organization's best interest.

A conflict of interest may take a number of forms:

- Financial or non-financial;
- Direct or indirect; and
- Professional or family related.

A conflict of interest may arise from:

- Employment or board appointments;
- Professional practices including consultative services;
- Financial interests in business enterprises;
- Share ownership;
- Beneficial interests in trusts;
- Private equity interests;
- Real estate property interests;
- Existing or proposed transactions with the Organization;
- Holding elected office;
- Existing professional or personal associations with the Organization;
- Personal associations with other groups or organizations; and
- Family relationships (a connection by blood, by marital or common law relationship, or by affinity).

Every appointee or potential appointee to the Organization must disclose any obligation, commitment, relationship, or interest that might conflict or might be perceived to conflict with his or her duty or interest to the Organization.

Additional information regarding the conflict of interest assessment and the code of ethics is available in the Board Resourcing and Development Office **Best Practices Guidelines**.

Below, describe any real and/or perceived conflicts of interest with the Organization: S.22

PART E – CHARTER OF EXPECTATIONS FOR APPOINTEES TO GOVERNING BOARDS

Board Appointees owe the Organization they serve a commitment to making the best possible decisions. Appointees must carefully adhere to these principles and responsibilities. They must strive for high standards of accountability and fiduciary duty.

PRINCIPLES

Compliance

- You must ensure compliance with all accounting and audit principles;
- Take all necessary and reasonable measures to ensure compliance with laws, regulations and policies that apply to the Organization; and
- Know the Organization's mandate.

Accountability

- You must ensure the accuracy of financial information;
- Base your decisions upon facts and reliable information; and
- Properly inform yourself before taking action.

Integrity

- In making decisions, you must always act in the best interests of the Organization;
- Ensure integrity in all dealings with and on behalf of the Organization, including via social media platforms;
- Maintain the confidentiality of information received by you in your capacity as board member both during and after your appointment;
- Maintain the ongoing responsibility to disclose real or perceived conflicts of interest; and
- Avoid real or perceived conflicts between your own private interests and the best interests of the Organization.

RESPONSIBILITIES

Strategic Planning

- Provide input to management on emerging trends and issues; and
- Review and approve management's strategic plans, including significant capital allocations and expenditures.

Performance Monitoring and Reporting

- Monitor corporate performance against strategic and business plans; and
- Evaluate corporate performance reporting.

Organizational Leadership

- If legislation allows, appoint, monitor and evaluate the performance of the CEO/President;
- If legislation allows, replace CEO/President if necessary; and
- Ensure succession planning.

Risk Assessment

- Identify principal risks to the Organization's operations and ensure that appropriate systems are in place to manage and monitor these risks; and
- Review and approve material transactions not in the ordinary course of business.

Public Policy

- Understand the significance of the role of the Organization as an instrument of public policy; and
- Monitor performance of the Organization in relation to the strategic objectives of the shareholder.

Governance

- Ensure the Organization aligns with the taxpayer accountability principles;
- Establish appropriate governance structures to ensure efficient and prudent stewardship of the Organization;
- Assess the board's own effectiveness including monitoring the effectiveness of individual board members; and
- Participate as appropriate on board committees including: Audit, Finance, Risk Management, Governance and Human Resources.

I certify that I have read the above Charter and agree to abide by it for the duration of my service.

☒ I AGREE

PART F – INTEGRITY AND PUBLIC ACCOUNTABILITY

NOTE: An affirmative answer to any of the questions below does not automatically disqualify an applicant from being appointed. Each candidate's background will be considered in relation to the specific requirements of the appointment.

1. In your employment, business or personal affairs, have you, or any company in which you have a direct or indirect controlling interest, in BC or elsewhere:

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- (a) Been charged with or convicted of an offence under the Criminal Code of Canada?
- (b) Been charged with or convicted of an offence under any other Federal statutes or regulations, including the *Income Tax Act*, the *Controlled Drugs and Substances Act* or others?
- (c) Been the defendant of any civil action in which allegations of fraud, theft or defamation were made against you?
- (d) Have any outstanding charges against you, including civil action?
- (e) Been charged with or convicted of any offence under any Provincial statutes or regulations?
- (f) Been cited with or disciplined, censured, suspended or disqualified by any professional association or body?
- (g) Had any improper dealings with government (e.g. improper solicitation of contracts, improper lobbying or representations)?
- (h) Been involved in any issue or controversy that has gone, or is likely to go, to litigation or public review?
- (i) Made an assignment or lodged a proposal under the *Bankruptcy and Insolvency Act*?
- (j) Been discharged, suspended or asked to resign from any employment?

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2. Have you or any organization or group that you are associated with promoted or encouraged hatred against people or persons on the basis of ethnicity, language, colour, religion, culture, gender or sexual orientation?

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3. Generally, are you aware of any facts or matters which, if publicly disclosed, could cause the government embarrassment or hinder your performance of your duties as a board member?

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4. The Board Resourcing and Development Office is responsible for ensuring awareness of all relevant information related to potential appointees. We are asking you to use this section to disclose any issues that may be of public interest in the event you are appointed to serve. Such issues can include civil lawsuits, criminal charges or convictions.

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PART G – BIOGRAPHY

I agree that if I am appointed to serve, the Board Resourcing and Development Office and the Organization may publish a biography of me. Optional: include a 100 word biography below:

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PART H – DECLARATION

I understand that the Board Resourcing and Development Office and the Organization may verify relevant information with respect to all candidates for potential appointments.

By signing below, I authorize the Board Resourcing and Development Office to verify or obtain any personal information about me directly from organizations or references referred to in this form and from any person, government education institution, police force, military authority or governing body for the purpose of evaluating my ability to serve. I also consent to the disclosure of my personal information to such persons or organizations when such disclosure is necessary to evaluate my suitability for appointment.

If, at any time following the signing of this form, there are changes to the information given herein regarding conflict of interest, or any other part of this form, either by way of addition or deletion, within 14 calendar days of this change, I will submit with the Board Resourcing and Development Office an updated Candidate Profile and Declaration form describing such change.

I solemnly promise that the information provided is true and complete.

I acknowledge and agree to adhere to the Board Resourcing and Development Office **Best Practices Guidelines**.

SIGNATURE *(type your name to sign electronically)*

Adel Gamar

DATE SIGNED DD / MMM / YYYY 30/NOV/2017

From: Adel Gamar [mailto:s.22]
Sent: Thursday, November 30, 2017 12:07 AM
To: Everett, Mollie FIN:EX
Cc: Shaw, Brea BRDO:EX
Subject: Re: Douglas College Board of Governors
Importance: High

Dear Ms. Everett,

Thank you so much for your note. I am very honoured to be considered to serve in this capacity.
Please find attached the requested CPD form.

Below are my column publications as requested:

Article 1: [She Shoots! She Scores! The Importance of Women's Hockey](#)

Article 2: [Compassion. Not Prison, Is the Answer](#)

Article 3: [Water Everywhere but Provincial Political Will is Dry](#)

Thanks again for considering me to serve.

Very best,
Adel

From: Everett, Mollie FIN:EX
Sent: Thursday, November 30, 2017 9:36 AM
To: McHerron, Paula J AEST:EX; Franklin, Rachel AEST:EX
Cc: Shaw, Brea BRDO:EX; Loughran, Tony D AEST:EX
Subject: Drafting Instructions: Douglas College
Importance: High

Hi Paula and Rachel,

Please see the drafting instructions below for Douglas College. Please note, there are more drafting instructions to come on this board.

Drafting Instruction

Appoint: Adel Abdulhafid Gamar (Governor): December 31, 2017 – December 31, 2018

Bio

Adel Gamar

Adel Gamar is the CEO and co-founder of Gamar Leadership Group Ltd, a firm that specializes in adaptive leadership and change management. Throughout his career, he has advised and coached senior leaders of Fortune 500 companies, higher education, non-profit organizations, and governments. Prior to starting his firm, Mr. Gamar was a Policy Fellow at Harvard Law School. He is also involved in the community as head coach for a youth basketball association and the Director of Campaign Engagement for the Canadian Women's Hockey League. Mr. Gamar holds a Master of Public Administration from Harvard University, a Master of Science in Educational Leadership from the University of Leicester, and a Bachelor of Education from the University of Calgary.

Contact Information

Adel Gamar

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Mollie Everett
Senior Advisor
Crown Agencies and Board Resourcing Office
Phone: 778-698-4737, Mobile: 250-882-4569
Mollie.Everett@gov.bc.ca

From: Adel Gamar [mailto:S.22]
Sent: Wednesday, November 1, 2017 12:02 PM
To: Holt, Lynne FIN:EX
Subject: Re: Board Resourcing

Hi Lynne,

Thanks so much for the update.

Very best,
Adel

On Oct 31, 2017, at 3:24 PM, Holt, Lynne FIN:EX <Lynne.Holt@gov.bc.ca> wrote:

Hello Adel, yes we have your application on file. We are working our way through the cycle of Board appointments and have noted your interest in the boards you have identified, thanks again.

From: Adel Gamar [mailto:S.22]
Sent: Monday, October 30, 2017 12:01 PM
To: Holt, Lynne FIN:EX
Subject: Re: Board Resourcing

Hi Lynne,

I hope this reaches you well.

I am following up with you to ensure that you received my online application and to inquire if there are upcoming opportunities for me to serve.
Thanks again for your consideration.

Best,
Adel

From: Shaw, Brea BRDO:EX
Sent: Thursday, November 30, 2017 9:57 AM
To: 'Adel Gamar'
Subject: RE: Douglas College Board of Governors

Thank you Adel.

Brea Shaw

Crown Agencies and Board Resourcing Office (CABRO)

Tel: 604.660.0465

Fax: 604.775.0158

910-13401 108th Avenue

Surrey BC V3T 5T3

Email: Brea.Shaw@gov.bc.ca

www.gov.bc.ca/brdo

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Article 3: [Water Everywhere but Provincial Political Will is Dry](#)

Thanks again for considering me to serve.

Very best,
Adel

Olson, Lianna FIN:EX

From: Olson, Lianna FIN:EX
Sent: Friday, December 8, 2017 12:23 PM
To: Prisiak, Lisa PREM:EX
Cc: Olson, Lianna FIN:EX; Neves, Gilbert FIN:EX; Holt, Lynne FIN:EX; Shaw, Brea BRDO:EX
Subject: CABRO Agenda Summary - Dec 13
Attachments: CABRO_APPT_OIC_Summary_2017_12_13.docx

Importance: High

Hi Lisa,
Please find attached Agenda Summary for Dec 13 Cabinet Meeting. Sorry for the delay.

Thanks,
Lianna

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