



NACC
National Airlines
Council of Canada



CNLA
Conseil national des lignes
aériennes du Canada

SUPPORT CANADIAN AVIATION AS A CATSA BOARD MEMBER

*The National Airlines Council of Canada (NACC) which represents Canada's largest carriers (Air Canada, Air Transat, Jazz Aviation and WestJet) invites qualified candidates who are Canadian citizens or permanent residents to apply for consideration to serve as NACC's candidate for the Board of Directors of the Canadian Air Transport Security Authority (CATSA). **Candidates must apply by June 19, 2021.***

The Opportunity

NACC is seeking qualified candidates to fill **one** vacancy on the Board of Directors of the Canadian Air Transport Security Authority (CATSA) further to Section 10(2) of the [Canadian Air Transport Security Authority Act](#).

NACC will provide the names of three qualified individuals to the Minister of Transport for consideration and possible appointment by the Governor-in-Council (GiC).

About CATSA

Based in Ottawa, CATSA is the federal Crown corporation managing security screening at 89 designated airports across the country through a third-party screening contractor model.

CATSA is funded by parliamentary appropriations and accountable to the Parliament of Canada through the Minister of Transport.

Playing a key role in Canada's air transportation system, CATSA is responsible for the delivery of the following four mandated activities:

- Pre-Board Screening (PBS) of passengers and their belongings;
- Hold Baggage Screening (HBS) to screen passengers' checked baggage to prevent the boarding of prohibited items such as explosives.

- Non-Passenger Screening (NPS) of non-passengers entering restricted airport areas;
- Restricted Area Identity Card (RAIC) system to allow non-passengers to access restricted areas of airports.

About CATSA's Board of Directors

CATSA has an 11-member [Board of Directors](#). All are appointed by the GiC on the recommendation of the Minister of Transport. Two directors are nominated by the airline industry, including one by NACC, while two directors are nominated by the airport industry.

The Board of Directors of CATSA is responsible for the overall stewardship of the organization. The Board's key functions and responsibilities are to provide strategic direction, financial oversight, corporate oversight and good governance.

There are currently two (2) standing committees, namely, the Audit Committee and the Governance, Human Resources and Pension Committee. There is also currently one ad-hoc committee, the Transaction Committee. Each director sits on at least one committee.

CATSA directorships are part-time appointments. The Board meets four times a year and generally more often. Quarterly meetings are held either at the CATSA

Headquarters in Ottawa or at various airport locations across Canada. Directors are required to participate in committees and teleconference meetings as required. The average annual time commitment for directors, excluding the Chairperson, is 25 days. Committee work may require more time.

Appointment Process

NACC's selection process follows the principles for all GiC appointments including:

- openness and transparency;
- diversity, including gender parity, and representation of Indigenous Canadians and minority groups;
- merit.

Education and experience

Candidates must demonstrate that they possess the following qualifications:

- 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 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 the aviation industry or transportation (non-aviation) sector or in the business or administration sector;
- Experience in one or more of the following areas: aviation industry, security and intelligence, human resources management, enhancing customer experience, and major project management would be considered as an asset.

Knowledge

NACC will consider the following items which the CATSA's competency profile identifies as core attributes, competencies and experience that the Board as a whole should possess.

- Financial literacy and competency, ideally with a professional designation;
- Knowledge or education in the following areas: legal, labour relations, public policy, media or communications, pension plan administration or governance, pension plan investment, information technology, security or intelligence, client services or marketing
- Knowledge of good governance principles;
- Knowledge of the machinery of federal government;
- Knowledge of risk management;
- Knowledge of auditing practices;
- Knowledge of human resource management.

Essential Skills and Abilities

CATSA indicates that each director is expected to possess, at a minimum, a basic level of the following essential skills:

- Communication skills;
- Strategic thinking;
- Computer competency (CATSA uses an internet-based Board portal to support its meetings);
- Proficiency in both official languages is an asset, but not essential.

Eligibility Factors and Conditions of Employment

Directors must comply with Part X of the *Financial Administration Act*, the *CATSA Act* and CATSA's bylaws. Additional duties and responsibilities may be found in CATSA's [Code of Conduct and Ethical Behaviour for Directors](#); the Director Travel and Hospitality Policy; and other guidelines.

The following are not eligible for appointment as a Director of CATSA:

- Persons who are not Canadian citizens or permanent residents under the *Immigration and Refugee Protection Act*;

- Members of the Senate or House of Commons or a member of a legislature;
- Full-time employees in the Public Service of Canada or of a province;
- Mayors, councillors, officers or employees of a municipality.

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

Remuneration

[Remuneration](#) for this position is set by the Governor in Council as follows:

Per diem: \$360 to \$420

Annual retainer: \$4,600 to \$5,400

All reasonable expenses are reimbursed in accordance with [CATSA's Travel, Hospitality, Conference and Event Expenditures Policy](#)

Qualified candidates are asked to email their resume along with a letter outlining their interest in the role to Francesca Iacurto, Senior Director of Public Affairs, National Airlines Council of Canada at fiacurto@airlinecouncil.ca **by no later than June 19, 2021.**

We thank all applicants from their interest, however, only those selected for an interview will be contacted.