

**Calgary Convention Centre Authority Skills Assessment Information**

**DATE:** July 13, 2015

**MEMO TO:** Calgary Convention Centre Authority ("CCCA") Board Member

**MEMO FROM:** CCCA Governance and HR Committee ("GHRC")

**RE:** Board Skills Assessment

For the past few years, the Board has conducted a Skills Assessment survey of the current Board members. This helps us determine what skills are currently available on the Board and helps us identify what specific skills we may be looking for in our recruitment process. Specific skills we may be recruiting for are, of course, closely tied to where the Board believes the CCCA is headed.

There has been discussion in the past about the specific skills that are assessed and what level of experience is meant by the various categories. For example, someone doesn't have to be a lawyer to have extensive legal experience particularly if they have been the prime contact for outside legal counsel within their organization for a number of years. Therefore, the GHRC is attempting to provide further information on the various skill sets being assessed to assist Board members in filling out the survey. The following descriptions are only a guide for you to use to see how your experience can be categorized into various areas of competency.

- **Board/Committee Experience:** Besides applying to experience or committee work on not-for-profit, for profit or Crown boards, this would also apply to experience on community or sports related organizations.
- **Executive Leadership Experience:** Leadership experience at the executive level of a public corporation would fit this area but so would leadership experience at the senior or executive level at a not-for-profit agency, Crown corporation or private (perhaps family) organization.
- **Business experience:** Experience in running a business whether it is a corporation, not-for-profit organization, Crown or government agency, family business, sole proprietorship or other organization.
- **Accounting/Financial:** Financial literacy or a familiarity with financial statements and the ability to understand what they mean.
- **Legal:** Familiarity with basic legal principles and understanding of their impact on an organization.

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- **HR / Compensation / Performance Management:** Familiarity with human resources issues, the basic components of a compensation program and how performance is measured in an organization.
- **Strategic Planning:** Direct or indirect experience with the strategic planning process for an organization.
- **Information Technology:** Level of familiarity with information technology that may be a result of direct or indirect experience.
- **Government Relations / Public Affairs:** Direct experience with government relations or public affairs or active involvement or communication with government or other stakeholders.
- **Relationship with Industry / Network in Energy Sector:** Direct experience within the energy sector or relationships peripheral to the energy sector.
- **Communications / Marketing:** Direct experience in communications or marketing role or involvement with or input into establishing communications or marketing plans.
- **Tourism / Travel / Convention / Special Events:** Direct experience in these sectors or involvement in planning or coordinating events.
- **Constructions / Project Management:** Direct experience in construction industry or project management.
- **Real Estate / Facility Management:** Experience in real estate dealings or managing various facilities.
- **Experience in Economic Development:** Experience in economic development and looking at drivers for the economy.