



Canadian
Administrator of
VRS (CAV), Inc.

Administrateur
canadien du
SRV (ACS), inc.

Version française à suivre

Independent Director Recruitment 2023

Organization: Canadian Administrator of Video Relay Services (CAV), Inc.

Position Title: Independent Board Director

Location: Anywhere in Canada

Overview of the organization

CAV (srvcanadavrs.ca) is a telecommunications services company created, regulated, and funded by the Canadian Radio-television and Telecommunications Commission (CRTC). From a standing start in 2015, under the direction of its Executive Director, CAV successfully, designed, built, and implemented a uniquely innovative nationwide Video Relay Service (VRS), available in both American Sign Language (ASL) and Langue des signes québécoise (LSQ). VRS is available 24/7/365 and is free to users. The service utilizes a specialized IP-based platform to connect to over 300 sign-language interpreters with Canadians who communicate using sign language, enabling users to place and receive telephone calls from hearing users. Telephone access via VRS enables connections and increases opportunities, improving the quality of life for individuals across Canada who communicate primarily with sign language. Since its launch in 2016, Canada VRS has connected over 3.5M calls.

CAV is currently managed by its inaugural Executive Director and a dedicated team of highly qualified individuals and partners who bring technical and subject matter expertise in areas critical to CAV's success. CAV is a non-profit corporation whose annual operations are funded by a CRTC mandate of Canada's telephone service providers and is managed through the National Contribution Fund. Currently, the annual fund is capped at \$30M.

CAV continues to work towards ensuring diversity of thought, experience, and perspective at the board table to best fulfill its mandate.

Preferred Expertise and Skills

Currently, the Board of Directors is searching for qualified candidates for the role of Independent Director. Based on the skill sets that are currently represented, those who have particular expertise and/or skills in the following areas will be preferred:

- Human Resource Management
- Technical/engineering/technology background
- Financial Management/CPA
- Talent/skill development strategies
- Corporate marketing

Remuneration

The position of Independent Director on the Board is compensated with a competitive salary/honorarium.

Overview of the Board of Directors

The governance structure of CAV is designed to ensure that the Board of Directors will be able to benefit from perspectives of the Deaf and Hard of Hearing (DHH) community, sign language interpreters, Telecommunication Service Providers (TSPs) and the Canadian public. This makes the board a stakeholder-board except for the two Independent Directors whose most important quality in these roles is objectivity.

As a member of the Board, each Director shall:

- Prioritize attendance at all Board and committee meetings
- Attend Board and committee meetings well prepared, having completed the necessary background reading and having consulted with other Directors and management, as required, to evaluate and add value to the agenda items presented
- Be available, accessible, and approachable for CAV'S management and the Board when needed
- Have the necessary time and commitment to fulfill responsibilities as a Director of CAV
- Participate fully, frankly, and respectfully in board deliberations and discussions and contribute meaningfully and knowledgeably to Board discussions
- Understand the difference between governing and managing, and avoid encroachment on management's area of responsibility
- Communicate persuasively and logically, voice concerns, listen and raise tough questions in a manner that encourages open discussion
- Respect the confidentiality of Board deliberations and discussions
- Embrace and abide by the collective decisions of the Board

How often will the Board of Directors meet?

Typically, the Board meets a minimum of 4 times a year, including one in-person AGM meeting. Directors are encouraged to participate in special committees as established by the Board (e.g., Governance Committee, Finance & Audit Committee, etc.) and they may schedule additional meetings as they deem appropriate.

Where will the Board of Directors meet?

Board meetings are held in a variety of ways including, in-person, remote video and sometimes electronically via email. Typically, the annual AGM meeting is held in-person in Ottawa. Please note the selected candidate will be expected to attend CAV's Annual General Meeting (AGM) where they will be formally appointed to the CAV Board of Directors. The AGM will be held in Ottawa, May 10-11, 2023.

How long is the term I will serve?

The “Term of Office” for Directors and Permanent Invitees will generally be three (3) years and may be re-elected to a maximum of two (2) consecutive terms.

The Election Process

Steps	Date 2023
Call for candidates	March 1
Submission of applications	March 30
Review of candidates	April 3
Interviews of selected candidates	April 10
Announce results	April 14

To Apply:

Please provide your CV and a cover letter or brief biography to: execdirector@cav-acsc.ca by **March 30, 2023**.

Applications received after this time will not be accepted.