

August 21, 2025

**Re: Call for Nominations**

Dear PTC Members and Interested Parties,

Proficiency Testing Canada (PTC) currently has two openings on its Board of Directors. PTC Directors play an important role in providing strategic and policy direction, as well as offering guidance to the Executive Director. The Board meets four times per year, including the Annual General Meeting (AGM). The May/June Board Meeting & AGM is the only in-person meeting, and Directors are reimbursed for all related expenses.

For these openings, the PTC Board is seeking candidates with testing experience beyond environmental testing. Experience with interlaboratory comparisons would also be considered an asset.

For PTC Members: If you know of a candidate who could contribute to the work of the PTC Board, please encourage them to apply and provide them with the attached forms. You will also need to complete the nomination section of Form F21 (attached). Should candidates have any questions about the Board or PTC, you may share my contact information with them.

For Non-PTC Members: If you are not a PTC member but are interested in joining the PTC Board of Directors, please complete the relevant sections of the attached forms and forward them, along with a current CV, to me. This information will then be circulated to PTC members in order to seek both a nomination and a seconder for your application.

All nominations must be submitted by **October 3, 2025** (close of business). The PTC Board will review all candidates' qualifications for suitability. If more than two qualified candidates are nominated, an electronic ballot will be conducted, and the successful candidates will be presented to members at the PTC 2026 AGM in Toronto.

Thank you for your continued support.

Yours Sincerely,



**Nadine Lewis**  
**Executive Director**  
**Tel. 613.233.5464**  
**Mobile: 613.882.2712**  
[www.ptcanada.org](http://www.ptcanada.org)

## F 21 - PTC DIRECTOR EXPRESSION OF INTEREST AND NOMINATION FORM

<b>Candidate Name:</b>			
Organization/Position:			
Phone:			
Email:			
1. Do you currently hold the status of bankrupt?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
2. Have you ever declared bankruptcy?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
3. If yes to 1 or 2, has your status been officially discharged?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
I have read and understand the obligations, duties and responsibilities inherent in a PTC Board of Directors position and hereby agree to let my name stand for election to the Board.			
<b>Candidate Signature:</b>			
<b>Date:</b>			
The following are to be signed by the Nominator and Secunder respectively.			
<b>Nominator's Name:</b>			
Organization:			
Phone:			
Email:			
Nominator's Signature:			
<b>Secunder's Name:</b>			
Organization:			
Phone:			
Email:			
Secunder's Signature:			

Please email this completed form along with a completed Director Skills and Knowledge Questionnaire (F22), a Curriculum Vitae, a short biography and any other complementary information by the close of your business day on October 3 of the current calendar year in confidence to:

PTC Executive Director  
[nlewis@ptcanada.org](mailto:nlewis@ptcanada.org)

## F 22 - PTC DIRECTOR SKILLS AND KNOWLEDGE QUESTIONNAIRE

Please fill out the following questionnaire by identifying your specific skills, knowledge and experience, and attach a copy of your most recent Curriculum Vita and a short Biography. Please note that the specific skills, knowledge and experience are required by the Board of Directors in aggregate, and do not necessarily need to be found in each director.

1) Name:	
2) Professional designation:	
3) Location of employment (please specify):	
4) Fluency:	
5) Level of responsibility	
<input type="checkbox"/> Executive level management: (e.g., President, CEO, Executive Director, CFO, etc.) <input type="checkbox"/> Mid-management level: (e.g., Director, Partner, etc. ) <input type="checkbox"/> Operations Level: (e.g., Manager, department head, etc.)	

6) Please score your degree of knowledge/experience in the following areas:

0 = no skills, knowledge and experience.

5 = a very high level of skill, knowledge and experience.

Lab Sector	Score
Environmental	
Mineral	
Municipal	
Petroleum	
Medical	
Industrial Hygiene	
Food & Agriculture	
Other (Specify)	

Personal Skills	Score
Leadership - President	
Comm. & Marketing	
Strategic	
Secretary Experience	
Technical	
Innovation - Entrepreneur	
Management Systems - ISO	
Treasurer / Finance	

Functional Exposure	Score
Business Development/Strategic Planning	
Legal / Regulatory	
Science Technology	
Human Resource	
Financial	
Political / Upper Government	

Relationships	Score
Political	
Industry	
Regulatory	
Community	
Employees	
Ownership / Management	

Board	Score
Broad Board Experience beyond PTC	

Geographical Experience	Score
Regional Gap	
Asia	
Americas & Caribbean	
European	
Africa/Middle East	
Indo-Pacific Rim	

Corporate Exposure	Score
Large	
Medium / Small	
Profit	
Not for Profit	

7) Other information that would highlight skills, knowledge or attributes that you bring to the Board.

[illegible]