



## **ICD Directors Register™ Frequently Asked Questions**

### ***What is the ICD Directors Register?***

The *ICD Directors Register* has been re-designed in an easy-to-use format that will match candidate qualifications with specific board search criteria, including whether a director candidate has successfully completed a formal director education program, such as the ICD's Directors Education Program (DEP), or has earned their professional Institute-Certified Director (ICD.D) designation.

The *ICD Directors Register* is a national database of formally educated directors and other highly-skilled professionals who are available for board service. This is a valuable tool for companies in the private, public and not-for-profit sectors, as well as consulting and search firms, to assist them in easily identifying and recruiting directors.

### ***Do I need to be an ICD member?***

The *ICD Directors Register* is an exclusive benefit of membership in the Institute of Corporate Directors. However, you do not need to be an ICD member to request a search of the *ICD Directors Register*.

### ***Who should use the ICD Directors Register?***

The *ICD Directors Register* is a valuable resource for organizations in the private, public or not-for-profit sectors seeking board candidates. It will easily and affordably assist organizations to identify and recruit directors for their board.

### ***What makes the ICD Directors Register unique?***

Directors in the *ICD Directors Register* are all ICD members. They share a common belief in the importance of good governance and in the continual education of directors. Many of them have completed a formal director education program, such as the Directors Education Program (DEP), or have earned their professional Institute-Certified Director (ICD.D) designation.

### **How do I add my name to the *ICD Directors Register*?**

To add your name to the *ICD Directors Register* database, you simply complete and submit your online profile from the secure "Members Only" section of the ICD website. Once you have logged on with your username and password, click on the "Directors Register" link on the left-hand side of the page. Just follow the easy 6-step process to fill out your online profile.

Please carefully complete your profile to ensure that organizations have the most accurate details about you as a potential candidate. When you complete your online candidate profile, you are automatically registered in the *ICD Directors Register* and your profile added to the database. Please return often to provide updates and to keep your profile current.

### **How do I perform a search of the *ICD Directors Register*?**

If you or your organization wish to conduct a director search, please contact the ICD by email at [DirectorsRegister@icd.ca](mailto:DirectorsRegister@icd.ca), by phone at 416-593-7741 ext. 228, or toll-free at 1-877-593-7741 ext. 228.

The ICD will contact you to fill out a confidentiality agreement before sending you the search criteria to be completed. The ICD will search the database for director candidates that match the organization's criteria.

A short-list of 3-5 names is provided in the form of executive profiles, resumes and references. This service is a matching service only; it is the responsibility of the organization to conduct their own due diligence in order to determine the suitability of the candidate(s) for their board. The Institute of Corporate Directors keeps the identity of the company, firm or organization conducting the search requests confidential.

The *ICD Directors Register* contains private information about individuals in the database. As such, the *ICD Directors Register* is compliant with all privacy legislation, including the Personal Information Protection and Electronic Documents Act (PIPEDA).

### **How much does it cost to join the *ICD Directors Register*?**

The *ICD Directors Register* is an exclusive benefit of membership in the Institute of Corporate Directors and included in the membership fee. To become an ICD member or to find out more about the Institute of Corporate Directors, please contact Jane Grant, Membership Coordinator, by email to [admin@icd.ca](mailto:admin@icd.ca), or by phone at 416-593-7741 ext. 221.

**How much does it cost to perform a search of the *ICD Directors Register*?**

Currently, the ICD does not charge a fee for a director search.

**How long does it take to get my list of directors?**

You will receive a package from the ICD within 10 business days after submitting your Search Form. The package will include a list of potential board candidates meeting your specific criteria, the candidates' resumes, and the candidates' references.

**Does the ICD screen the board candidates?**

No. The ICD is not a search firm. The purpose of the *ICD Directors Register* is to provide a list of directors that match a board's specific criteria. Once you receive your list of suitable board candidates, it is up to you to choose the best director for your organization.

**Who can join the *ICD Directors Register*?**

You must be an ICD member in good standing (in accordance with the Institute of Corporate Directors Code of Conduct) to be included in the *ICD Directors Register*.

**For additional information or to answer any other questions about the *ICD Directors Register*, please contact the ICD:**

Tel: 416-593-7741 ext. 228  
Toll-free: 1-877-593-7741 ext. 228  
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Email: [DirectorsRegister@icd.ca](mailto:DirectorsRegister@icd.ca)