

**Terms of Reference
Ethics Advisor****1. Mandate**

To act as Ethics Advisor to the Board of Directors (Board), individual Board Members (Board Members) and the Chief Executive Officer (CEO) of BC Assessment.

The Ethics Advisor contributes to the good governance of BC Assessment and assists the organization in maintaining high ethical standards of conduct and the reputation of BC assessment, its Board and CEO.

2. Independence

In exercising their duties, the Ethics Advisor will be independent from the Board, Board Members, the CEO and BC Assessment employees.

3. Confidentiality

The Ethics Advisor will maintain strict confidentiality with respect to information known them in fulfilling the duties of the office, except that they may disclose information to others on a strict 'need to know' basis. In contacts with individuals, the Ethics Advisor shall explain the extent to which it may be necessary to disclose information provided by them to others.

4. Responsibilities**4.1. Advice**

The Ethics Advisor will be available to the Board, Board Members and the CEO for consultations on questions pertaining to BC Assessment's policy on conduct and ethical behaviour.

4.2. Conflicts of Interest

The Ethics Advisor will provide advice to the Board, Board Members and the CEO on actual or perceived conflicts of interest, including actions for avoiding conflicts of interest. This includes providing advice to the CEO, at the CEO's request, on actual or perceived conflicts of interest involving Senior Staff of BC Assessment (Senior Staff);

4.3. Annual Review and Education

The Ethics Advisor will meet annually with the Chair of BC Assessment's Governance Committee to review BC Assessment's policy on conduct and ethical behaviour and the Chair will meet with the Committee on the status of such meeting.

The Ethics Advisor will, at the request of the Chair of BC Assessment's Governance Committee meet with the Board and CEO to provide education and guidance on BC Assessment's policy on conduct and ethical behaviour and on any topics or ethical standards that may be of interest to Board Members in carrying out this responsibility.

5. Details of Appointment

All other details of the appointment including term and remuneration will be set out in the Letter of Appointment.