

Call for Nominations

Nominations are invited from the CANAC/ACIIS membership to serve a two-year term on the Board of Directors in one of the following four positions:

- ***Treasurer***
- ***Regional Representative: Ontario***
- ***Regional Representative: Prairies & North***
- ***Regional Representative: Pacific***

Nominations are invited from the CANAC/ACIIS Atlantic Membership to serve a one-year term on the Board of Directors in the following position:

- ***Regional Representative: Atlantic***

Contents

- Background information
- Nomination process
- Overview of board roles and responsibilities
- Guidelines for preparing your Nominee profile
- Nomination Form

Deadline for submitting nominations:

30 MAY 2016



Background Information

The CANAC/ACIIS Board of Directors is comprised of nine (9) directors elected as follows:

Executive Committee (elected by the entire CANAC membership)

- ▶ President
- ▶ President-elect
- ▶ Treasurer
- ▶ Secretary

Five Regional Representatives (elected by members from the nominee’s region)

- ▶ Atlantic
- ▶ Quebec
- ▶ Ontario
- ▶ Prairies & North
- ▶ Pacific

The term of office for each Board member is two (2) years, with the exception of the President. The President (chosen as “President-elect”) spends one (1) year as President-elect, two (2) years as President and one (1) year as Past-President. As per CANAC by-laws, in the event of a vacancy of a regional representative, the position may remain vacant until the next scheduled balloting or the Board may appoint an interim representative until the next election occurs. The Atlantic Representative position is therefore re-posted in 2016 following the appointment of an interim representative in 2015.

All terms begin on November 1st in the year elected to office.

To ensure the continuity of board activities and of the Association’s corporate history, the election of directors to the board is staggered in alternate years as follows:

Even-numbered years (2016,2018 etc.)	Odd-numbered years (2017, 2019 etc.)
Treasurer	President-Elect
Ontario Rep.	Secretary
Prairies & North Rep.	Atlantic Rep
Pacific Rep	Quebec Rep

Nomination Process

To be eligible for nomination, you must:

1. Be a regular member in good standing of the Association
2. Obtain the signatures of 2 regular members in good standing supporting your nomination
3. Complete the Nomination Form including you signature
4. Submit a brief “Nominee Profile” to be included with the election ballot (Attachment of a photo headshot is required, saved in .jpeg or .png format)

Overview of Board Roles & Responsibilities

The Board of Directors is responsible for the affairs of CANAC/ACIIS. Board members assume overall responsibility for the successful development and implementation of all initiatives under the control of the Association. The Board is responsible for CANAC/ACIIS governance, while committees and appointees are responsible for more detailed operations.

Selected Responsibilities

- Ensuring CANAC/ACIIS secures and maintains adequate resources for its operations and demonstrates financial accountability
- Monitoring the operational and financial progress of all initiatives under the purview of CANAC/ACIIS on a regular basis to ensure these initiatives are well executed and within budget
- Ensuring effective organizational planning and evaluation of the Association in meeting its goals
- Developing and reviewing organizational policies and procedures that will ensure operational effectiveness with input from the general membership
- Communicating regularly with the membership
- Identifying relevant professional issues for introduction to the membership, committees and/or the Board

Role Descriptions

Treasurer

The Treasurer shall:

- keep records of all revenue and expenditures
- submit the financial records for an external review (expert opinion) annually
- present prepared statements to the Board of Directors at their meeting preceding the Annual General meeting.
- provide a financial report at the Annual General meeting
- in consultation with the executive committee, prepare a budget for the autumn board meeting for the approval of the Board of Directors
- act as a co-signatory on all cheques, bills of exchange or other orders for payment, unless otherwise designated by the Board
- recommend fiscal policies and procedures and investments where appropriate
- maintain oversight of all CANAC/ACIIS accounts and assets
- ensure all reports and financial statements are submitted to funders and regulatory bodies as required
- establish and maintain financial/banking services

Regional Representatives

Each Regional Representative shall:

- serve as a vital communication agent with the membership in their respective regions
- actively engage in recruitment and retention initiatives with the membership
- participate on committees as appointed
- prepare and distribute quarterly regional reports to their constituents and the Board
- serve as the Board liaison to the Conference planning committee when the conference is occurring in their region, with the support of the Executive Committee as necessary

Guidelines for preparing your Nominee Profile

The purpose of a Nominee Profile is to assist members with making informed decisions during the election process. The profile should include a summary of the nominee's relevant experience and qualifications and a brief personal statement.

Experience and Qualifications – suggestions

- ◆ Current and previous professional experience
- ◆ Educational background
- ◆ Involvement in CANAC and/or other nursing organizations
- ◆ Participation and/or specific interests in the field of HIV/AIDS
- ◆ Experience serving on boards and/or committees

Personal statement – suggestions

- ◆ Your motivation in running for this position
- ◆ Skills and abilities you bring to the position
- ◆ Issues you feel are important for CANAC to address
- ◆ Any additional thoughts or perspectives you may wish to share

Format

- ◆ Maximum length is one page (8.5 x 11)
- ◆ Single (or greater) spaced lines
- ◆ Minimum 12 size font
- ◆ Please do not submit a resume or curriculum vitae

Nomination forms and nominee profiles should be mailed to:

Canadian Association of Nurses in HIV/AIDS Care
B553- 1081 Burrard Street
Vancouver, BC V6Z 1Y6

E-mail to: admin@canac.org or Submitted on-line: www.canac.org

The deadline for submitting nominations is 30 MAY 2016.



**Nomination Form
Board of Directors 2016– 2018**

Please check the position for which you wish to stand for election:

- Treasurer
- Regional Representative – Ontario
- Regional Representative – Prairies & North
- Regional Representative – Pacific
- One Year Term (2016-17) Regional Representative - Atlantic

(if you are seeking nomination for more than one position, please submit a separate nomination form for each position)

Nominee's Name: _____

Address: _____

Tel: () _____ Fax: () _____ E-mail: _____

Nominee's Signature _____

Name of Nominator #1 _____

Signature _____

Name of Nominator #2 _____

Signature _____

Mail: Canadian Association of Nurses in HIV/AIDS Care
B553-1081 Burrard Street
Vancouver, BC V6Z 1Y6

E-mail: admin@canac.org On-line: www.canac.org

The deadline for submitting nominations is 30 MAY 2016

For internal use
Date Received: _____ Nominee _____ Nominator #1 _____ Nominator _____