

## Call for Nominations

Nominations are invited from the CANAC/ACIIS membership to serve on the Board of Directors in one of the following three positions:

- ***President (4 year term, consisting of 3 as President and 1 as Past President)***
- ***Regional Representative: Quebec***
- ***Regional Representative: Pacific (1 year term)***

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**Deadline for submitting nominations:**

**August 31, 2017**

## 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.

***All terms begin on November 1<sup>st</sup> 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:

<b>Even-numbered years (2016, 2018 etc.)</b>	<b>Odd-numbered years (2017, 2019 etc.)</b>
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 your 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**

#### **President-elect**

The President-Elect shall:

- Assist the President in matters that will assure smooth transitions and continuity of organizational operations
- shall assume the duties of the Presidency during the absence of the President
- shall chair the Nominations Committee

#### **Secretary**

The Secretary shall:

- conjointly with the President, be responsible for maintaining all organizational records and assist with archiving Association minutes and documents
- shall be responsible for maintaining minutes of all meetings, communicating with the membership, and carrying out direct correspondence on behalf of the Association
- shall review and update the Board Manual on a bi-annual basis, and present substantive revisions to the Board of Directors for approval

## 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  
7133- 1081 Burrard Street  
Vancouver, BC V6Z 1Y6

E-mail to: [canachq@gmail.com](mailto:canachq@gmail.com)



**Nomination Form  
Board of Directors 2017– 2019**

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

- Regional Representative – Atlantic
- Regional Representative – Quebec
- Secretary
- President Elect

*(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 \_\_\_\_\_

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

E-mail: [canachq@gmail.com](mailto:canachq@gmail.com)

**The deadline for submitting nominations is August 31, 2017**

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For internal use  
Date Received: \_\_\_\_\_ Nominee \_\_\_\_\_ Nominator #1 \_\_\_\_\_ Nominator \_\_\_\_\_