

Call for Nominations

Nominations are invited from the CANAC/ACIIS membership to serve on the Board of Directors in one of the following 3 positions:

- *Secretary (2 year term)*
- *Regional Representative: Atlantic (2 year term)*
- *Regional Representative: Quebec (2 year term)*

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Deadline for submitting nominations:

July 15, 2019



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 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 (2018 etc.)	Odd-numbered years (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 endorsement of 2 regular members in good standing supporting your nomination (signed or via email)
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

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 emailed to:

canachq@gmail.com



- Secretary
- Regional Representative – Atlantic
- Regional Representative - Quebec

Nominee's Name: _____

Address: _____

Tel: _____ E-mail: _____

Nominee's Signature _____

Name of Nominator #1 _____

Signature _____

Name of Nominator #2 _____

Signature _____

Submit to: canachq@gmail.com

The deadline for submitting nominations is July 15, 2019

For internal use

Date Received: _____ Nominee _____ Nominator #1 _____ Nominator #2 _____