

CIRPA 2018 Elections - Call for Nominations

The Nominations Committee is inviting CIRPA members to nominate candidates for the 2018 elections. A nomination form is included separately with this notice.

Please note that the deadline for nominations is April 13, 2018 at 5:00 p.m. PDT.

Elections will be conducted in May and results will be announced in June. Each position will be for a two-year term and will become effective immediately following the Annual General Meeting (AGM). The next AGM will be held in October 2018, concurrent with the 2018 conference in Calgary, Alberta (October 20 – 23, 2018).

Elected members of the Board of Directors are expected to attend the conference, the AGM and all other meetings as determined by the Board.

Nominees must hold an individual membership for the 2017/18 year (must renew before April 1, 2018).

The following positions are open for nomination:

- Secretary
- Member-at-Large (1 position)
- Nominations Committee (2 positions - not a member of the Board of Directors)

Please note that each position is for a two-year term.

Secretary (full description below)

The Board Secretary prepares, maintains and distributes the Board's records, such as the minutes, agendas, correspondence and contracts.

Member-at-Large (full description below)

Members-at-Large shall be responsible for activities determined by the Board of Directors such as publications, workshops, and other professional development activities. Assignment of responsibilities shall be determined by the President, in consultation with the members of the Board.

Nominations Committee (not members of the Board of Directors)

The Nominations Committee is composed of 5 members. The immediate past president serves as chair and 4 members (2 positions in alternating years) shall be elected as part of the election process. The committee assesses nominations and develops a slate of candidates, reflective of the composition of the membership, for election by the membership.

Only members of the Association holding an individual membership are eligible to stand for election to any of these positions. Members who would like to nominate themselves or other members of the Association for any of the above listed positions may contact any member of the Nominations Committee below.

POSITION: SECRETARY

FUNCTION: The Board Secretary prepares, maintains and distributes the Board's records, such as the minutes, agendas, correspondence and contracts.

TERM: The Secretary is elected to the Executive Committee for a two year term, and is eligible for re-election, but to no more than two consecutive terms in the same position.

REQUIREMENTS / QUALIFICATIONS:

- Attend the bi-annual Executive Committee Meetings and the Annual General Meeting.
- Prepare for and participate in the discussion and the deliberations of the Board.
- Have good communication and written skills.
- Have knowledge of, or a willingness to learn, the activities of the Association, and publicly support them.

DUTIES:

- To attend the bi-annual Executive Committee Meetings and the Annual General Meeting.
- To record accurate minutes at all meetings, including items discussed, items voted on with the result of the vote, attendance and action items generated at the meeting.
- To assist the President in preparing meeting agendas.
- To distribute minutes of the Board meetings before the next meeting.
- To maintain the files of the Association, including minutes and agendas of all business meetings, reports prepared by Executive Officers and Committee Chairs, and other materials as directed by the Board.
- To assist the President with correspondence as required.
- To coordinate communications activities of the Association.
- To write a summary article on the AGM for inclusion in the CIRPA-ACPRI newsletter following the conference and AGM.
- At the end of term, to turn files/records over to the incoming Secretary.

POSITION: MEMBER-AT-LARGE (1 position available in 2018)

FUNCTION: Members-at-Large are responsible for activities determined by the Board such as publications, workshops, and other professional development activities. Assignment of other responsibilities shall be determined by the President, in consultation with the members of the Board.

TERM: Four members-at large are elected to the Executive Committee. Each member at-large will serve a two-year term and is eligible for re-election, but to no more than two consecutive terms in the same position.

REQUIREMENTS / QUALIFICATIONS:

- Attend the bi-annual Executive Committee Meetings and the Annual General Meeting.
- Prepare for and participate in the discussion and the deliberations of the Board.
- Have good communication and written skills.
- Have knowledge of, or a willingness to learn, the activities of the Association, and publicly support them.

DUTIES:

- Assist in the development of publications, workshops and other professional development activities that will be of benefit to the CIRPA-ACPRI membership.
- Special projects and other responsibilities as determined by the Board.

2017-18 Nominations Committee

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