

25 September 2017

Dear CNIE Member:

Please be advised that nominations for the following positions on the CNIE Board of Director are now being accepted:

- Director for policy makers and/or administrators (2-year term)
- one or more Directors-at-large (2-year term)

All terms start following the 2017 AGM. All nominations and supporting documents must be submitted to the secretariat before midnight (Eastern) on 23 October 2017. Please direct nominations to

Tim Howard, Director of Administration  
CNIE Secretariat  
E-mail [cnie-rcie@cnie-rcie.ca](mailto:cnie-rcie@cnie-rcie.ca)

and

Melissa Jakubec, Chair, Nominating Committee  
E-mail [mjakubec@tru.ca](mailto:mjakubec@tru.ca)

Each nomination must be signed by three CNIE members in good standing. They must be accompanied by

- (a) a written declaration by the nominee indicating interest and availability to serve, and
- (b) a biographical sketch of not more than one page.

Nominees must be current members of CNIE.

Our Network is stronger by holding elections for executive offices.

Sincerely,  
Melissa Jakubec  
Chair, Nominating Committee

25 September 2017

I wish to nominate \_\_\_\_\_ for the position of  
(Name: please print or type)

\_\_\_\_\_ Director for policy makers and/or administrators (2-year term)  
\_\_\_\_\_ Director at Large (2-year term)

in the 2017 CNIE election.

	CNIE member	Signature	Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Remember to attach a short biographical sketch of the nominee.

RETURN TO:

Tim Howard  
CNIE Secretariat  
Email [cnie-rcie@cnie-rcie.ca](mailto:cnie-rcie@cnie-rcie.ca)

**NOTE**  
**DUE BY 23 OCTOBER 2017**

and

Melissa Jakubec, PhD  
Chair, Nominating Committee  
Email [mjakubec@tru.ca](mailto:mjakubec@tru.ca)

## Brief description of the positions

### Representative Director

Representative Directors are elected for a period of two years to the CNIE Board of Directors. Their main functions include:

- membership liaison, membership renewals, representational activities and nominations

These functions are carried out through the following duties:

- Promote interests of the sector represented
- serve as member of the Membership Committee, recruit, welcome, liaise, contact on lapsed membership (ongoing)
- attend via teleconferencing monthly board of directors Meetings (monthly)
- attend face-to-face board of directors Meeting ( twice yearly)
- establish system in region or sector for disseminating and receiving information pertinent to the membership (ongoing)
- assist Nominations/Elections Committee (yearly)

### Vice-President

Duties defined under the governing document:

The Vice-President, in consultation with the other Executive Officers, shall monitor the activities of the head office and shall report annually on its operations to the Board of Directors. These reports may include such recommendations as the Vice-President may consider appropriate in the circumstances relating to human resources and staff management and may include such information as the Vice-President considers appropriate relating to staff performance and evaluations. The Vice-President, in consultation with the Board of Directors, will also be responsible for updating the Corporation's annual plan and presenting it to the members. The Vice-President shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President.

Duties, in practice:

- work with other executive committee members of the Organization in responding to ad hoc requests, resolving problems, and making policy decisions about emerging opportunities for external collaborative projects;
- liaise with the secretariat about the data collection and production of the annual report;

(3-year mandate, first year as vice-president, second year as president, third year as past president)

### President

The President shall be the chief executive officer of the Corporation unless otherwise determined by resolution of the Board of Directors. The President shall, when present, preside at all meetings of the Board of Directors, committees and the members. The President shall have a casting vote at all meetings of the Board of Directors and members.

In addition, the president is responsible for initiating and monitoring a strategic plan for the Organization during the term of office and liaising with the Director of Administration.

Upon consultation with members of the Executive Committee (including the vice-president, immediate past president, secretary-treasurer), the president identifies specific committees for which s/he will personally liaise with and delegate other committee liaison responsibilities to other Executive Committee members.

### Past President

The Past-President shall, among other things, chair the nominations committee and supervise elections. The Past-President shall be vested with all the powers and shall perform all the duties of the President when neither the

President nor the Vice-President is able to perform the functions assigned to the office of President. When it is necessary for the Past-President to assume the duties of the President, the Board of Directors shall determine further delegation of presidential responsibility, as necessary.

#### Secretary-Treasurer

The Secretary-Treasurer shall be responsible for maintaining a clear and accurate record of the Official business of the organization, including:

- The minutes of general meetings, special meetings and meetings of the Board of Directors
- The correspondence of the organization
- The financial records of the organization
- The membership records of the organization.

Actual duties, in practice:

- Serving as recording secretary to meetings, producing minutes and forwarding them to the Board of Directors in time for receipt and review prior to the subsequent meeting.
- Ensuring that a quorum is present and motions and voting procedures are in order.
- Preparing an annual budget for the organization, in consultation with the Secretariat.
- Reviewing financial statements produced by the Secretariat; annual financial statements produced by the Secretariat and the statements prepared by the auditor.