

November 2023

Dear CNIE Member:

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

- Two (2) Directors-at-large (2-year term)

Terms start autumn 2023. All nominations and supporting documents must be submitted to the secretariat by 11:59 P.M. (Eastern) on 30 November 2023. Please direct nominations to

Tim Howard, Director of Administration
CNIE Secretariat
E-mail cnie-rcie@cnie-rcie.ca

and

Saul Carliner, Chair, Nominating Committee
E-mail saul.carliner@concordia.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,
Saul Carliner
Chair, Nominating Committee

November 2023

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

_____ Director-at-large (2-year term)

in the 2023 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

NOTE
DUE BY 30 NOVEMBER 2023

and

Saul Carliner
Chair, Nominating Committee
Email saul.carliner@concordia.ca

Brief description of the positions

Directors

A director serves on the group that makes decisions about the organization and participates in operating the organization. Directors are expected to:

- attend monthly board meetings during the academic year (90 minutes each) and prepare in advance;
- assume responsibility for one area of operations such as the awards, conference, newsletter, membership, meetings, and website;
- represent and promote the organization to prospective members and others.

Rewards and benefits:

- experience great networking and excellent learning and leadership development opportunities;
- influence the current and future of our profession in Canada.

Term of service: Directors are elected for a period of two years to the CNIE Board of Directors.

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.

Rewards and benefits:

- Develop management skills;
- Experience great networking and excellent learning and leadership development opportunities;
- Influence the current and future of our profession in Canada.

Term of service: 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. The President shall:

- set the agenda for meetings of the board of directors in consultation with the Executive Committee;
- preside at all meetings of the Board of Directors, committees and the members;
- have a casting vote at all meetings of the Board of Directors and members;
- ensure that all committees have the resources they need to complete their work and, working with other directors and the Secretariat, address any issues;
- responsible for initiating and/or 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.

Rewards and benefits:

- develop leadership skills;
- experience great networking and excellent learning and leadership development opportunities;
- influence the current and future of our profession in Canada.

Term of service: second year of a 3-year mandate, previous year as vice-president, this year as president, next year as past president.

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.

Rewards and benefits:

- continue to develop leadership skills;
- experience great networking and excellent learning and leadership development opportunities;
- influence the current and future of our profession in Canada.

Term of service: last year of a 3-year mandate following prior years as vice-president and president.

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.