
Nominations Package for MWSA Board of Directors

This package contains the following documents:

1. Request to Join the MWSA Board of Directors (2 pages)
2. MWSA Board of Directors Application (2 pages)
3. MWSA Board of Directors Nomination (1 page)
4. Board Nomination List of References (1 page)

Regular Members in good standing who wish to join the **MWSA Board of Directors** are requested to complete items #2, #3 and #4. Please staple items #2 and #3, put them in an envelope addressed to the Chair, Nominating Committee, seal the envelope and hand it in at the front counter at the MWSA office by January 23, 2020.

When invited for an interview, please bring the completed item #4 and give it to the Chair of the Nominating Committee.

MWSA members who wish to read and become familiar with the following documents prior to submitting an application, are requested to contact the Executive Director at (780) 496-2933 or via e-mail at ed@mwsac.ca.

1. Declaration by Nominee
2. Letter requesting Police Check for Vulnerable Sector
3. MWSA's Vision, Mission and Values – Policy F-1
4. Role of the Board – Policy BP-2
5. Board Member's Code of Conduct – Policy BP-10

Request to Join the MWSA Board of Directors

MWSA is proud to have a membership of 1,028 who have a lot of experience and who possess a multitude of skills. We are inviting you to consider joining the **MWSA Board of Directors**.

Board Members bring diverse points of view to the table and work as a team to make sound policy and governance decisions in the best interests of MWSA and its members.

If you are a regular member in good standing for at least 60 days prior to the AGM on March 26, 2020, you are eligible to apply.

Board Members are required to sign a declaration that they have read and understood the following policies, and agree to abide by them during their term as a Board Member.

- MWSA's Vision, Mission and Values – Policy F-1
- Role of the Board – Policy BP-2
- Board Member's Code of Conduct – Policy BP-10

STEP 1

1. Please complete the **MWSA Board of Directors Application**.
2. Please have the **MWSA Board of Directors Nomination** completed by a nominator and two seconders, who are regular members in good standing.
3. Please submit items #1 and #2 in a sealed envelope addressed to the Chair, Nominating Committee, and hand it in at the front counter at the MWSA office by January 23, 2020.

STEP 2

1. The Nominating Committee will evaluate your submission and request you to come for an interview. Interviews are held at the MWSA office and usually last about an hour.
2. When invited to appear for an interview, please complete the **Board Nomination List of References**, bring it with you and present it to the Nominating Committee.
3. The interview serves to inform the nominee of the expectations, responsibilities, duties, and work load of Board Members, and to answer the nominee's questions.
4. Upon completion of the interview, you will be required to sign the **Declaration by Nominee** to confirm that you have read and understood the following policies, and agree to abide by them:
 - MWSA's Vision, Mission and Values – Policy F-1
 - Role of the Board – Policy BP-2
 - Board Member's Code of Conduct – Policy BP-10

STEP 3

1. The Nominating Committee will conduct reference checks and make an evaluation.

-
2. If you are selected for appointment on **MWSA Board of Directors**, you will be required to provide a Police Check for the Vulnerable Sector. The appointment is conditional on a clear Police Check.
 3. Upon receiving a clear Police Check, you will qualify to be a Board Member. If you are the only nominee, you will be elected by acclamation.

General Information

1. A regular member is in good standing when he/she has paid the membership fees or other required fees, and has neither been suspended nor expelled from MWSA.
2. Board Members are required to participate in the Annual General Meeting, monthly Board Meetings, some Committee Meetings and other activities throughout the year. Therefore, any regular member in good standing who has plans to be away for more than six weeks consecutively should not submit an application.
3. Most communication to Board Members is via e-mail. Therefore, knowledge and access to the Internet and e-mail systems is required.
4. Most Board documents are created either in Word or Excel, and proficiency in these systems is desirable.
5. All Board documents are retained in MS Office 365. Board Members will receive training to become familiar with the system.
6. Most Board meetings are held on fourth Thursday of the month during MWSA's business hours. In addition, Board Members are required to read documents, provide comments, and come prepared to Board meetings.
7. Board duties are not physically demanding, however, Board Members should consider their medical condition and decide if they are fit to fulfill their duties.

Applicable Documents

MWSA members who wish to read and become familiar with the following documents prior to submitting an application, are requested to contact the Executive Director at (780) 496-2933 or via e-mail at ed@mwsac.ca.

1. Request to Join the MWSA Board of Directors
2. MWSA Board of Directors Application
3. MWSA Board of Directors Nomination
4. Board Nomination List of References
5. Declaration by Nominee
6. Letter requesting Police Check for Vulnerable Sector
7. MWSA's Vision, Mission and Values – Policy F-1
8. Role of the Board – Policy BP-2
9. Board Member's Code of Conduct – Policy BP-10

MWSA Board of Directors Nomination

In accordance with MWSA Bylaws, the nominee, nominator and seconders must be regular members in good standing for at least 60 days prior to the AGM on March 26, 2020.

NOMINATOR

I nominate _____

to be considered for election on MWSA's Board. The nominee's application is attached.

Nominator's Name _____ Membership No. _____

Signature _____ Date _____

SECONDER 1

I second the nomination of the above mentioned nominee to be considered for election on MWSA's Board.

Secunder's Name _____ Membership No. _____

Signature _____ Date _____

SECONDER 2

I second the nomination of the above mentioned nominee to be considered for election on MWSA's Board.

Secunder's Name _____ Membership No. _____

Signature _____ Date _____

ACCEPTANCE

I accept the nomination.

Nominee's Name _____ Signature _____

Date _____

MWSA Board of Directors Application

In accordance with MWSA Bylaws, regular members in good standing for at least 60 days prior to the AGM on March 26, 2020 are eligible to apply. Please complete the application, attach the MWSA Board of Directors Nomination, put in a sealed envelope addressed to the Chair, Nominating Committee, and hand it in at the front counter by January 23, 2020.

Please mark **only** one of the following for the position you are applying:

President (2 year term) Director (2 year term) Director (1 year term)

Applicant's Name _____ Membership No. _____

Home Address _____

Phone No. _____ Email Address _____

Emergency Contact and Phone No. _____

EXPERIENCE ON BOARDS

Please check appropriate boxes, provide names of organizations, dates of your involvement and brief descriptions of your responsibilities. If necessary, please attach an additional sheet.

Board Chair Executive Committee Member Director
 Treasurer Committee Member Secretary

Board Nomination List of References

Nominee name: _____

Applicants are required to provide the name and contact information for three references.

Name	
Telephone 1)	2)
Email address	
Company	Position
Years Known	Relationship

Name	
Telephone 1)	2)
Email address	
Company	Position
Years Known	Relationship

Name	
Telephone 1)	2)
Email address	
Company	Position
Years Known	Relationship