



November 16, 2011

Dear Western Canada Division IAAP Members,

It may seem like the IAAP year is still new, but we are almost half-way through this fiscal year. As we approach the mid-point, planning commences for the next year. An important part of that planning process is ensuring this Division will have the leadership resources to move forward into the next year.

Western Canada Division has a history of strong and committed leadership on its Board of Directors. Past leaders have built a solid foundation of leadership and mentorship and we want to continue, and build on this foundation. My role as Nomination Chair is to encourage Western Canada Division members to step forward to continue this history and to let their experiences and expertise become part of the foundation of our Division.

WCD Bylaws state:

Section 3: Nomination and Election

- A. *Any Chapter, by vote of its membership, may nominate no more than two of its Professional Members as candidates for a Division Office; in accordance with the provisions of Article V, Section 2, B.1.*

B. Nominations

1. *By November 15 shall notify all Chapter Presidents and Division Members-at-Large that names and qualifications of candidates for Division office must be submitted to the Committee on Nominations no later than February 28, (2012).*

2. *Shall review the qualifications of all candidates for office.*

Shall notify the Board of Directors, Chapter Presidents and Division Members-at-Large of the names and qualifications of all candidates for each Division office by April 1, (2012).

The WCD Board is comprised of five offices. The position of President is not an elected position as the President-Elect automatically succeeds to the position of President. The positions of President-Elect, Vice-President, Secretary and Treasurer are all elected offices and are open to any WCD IAAP member who meets the qualifications for office and is nominated according to the procedure as stated in the WCD Bylaws and Standing Rules.

WCD members have the skills for these positions. Our members are leaders in their, or other, organizations, their chapters; our members have high-level administrative skills; possess a solid understanding of financial information; our members work as part of a team and as team leaders. You do have the ability to step forward onto the Division Board.



Division Board officers are provided complimentary conference registration for the Canada Divisions' Conference (where the WCD Annual Meeting is held each year). All officers attending a Canada Divisions' Conference shall be entitled to shared accommodation in rooms provided by WCD or reimbursement of 1/2 of the lowest negotiated room rate for the conference, and transportation. As a Board Member you can attend IAAP's Canadian conference for administrative professionals at a reduced cost.

The benefits of serving on the WCD Board are great and varied. To be in a position to mentor Division members, to continually strive for excellence, to be a part of a member-focused team is you making the leap to remarkable.

A Nomination form is attached. I look forward to hearing from Chapter President's that they have signed nomination forms for chapter member(s). Division Members-At-Large nomination forms are to be signed by WCD President, Jayne Clark.

Further information can be found in the WCD Bylaws and Standing Rules (attached). See *"ARTICLE III - OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES"*

Kind regards,

Dawn Becker, CAP-OM
Chair, Nominations Committee
Western Canada Division