

DATE: November 16, 2011

TO: All Members of Western Canada Division
WCD Board of Directors
Members at Large

FROM: Dawn Becker, CAP-OM, Immediate Past President WCD
Chairman, Nomination's Committee

RE: Nominations: 2012-2013 Western Canada Division Board of Directors
Deadline: February 28, 2012

All members of Western Canada Division have the opportunity to develop, enhance or fine-tune their leadership skills. All members have the opportunity to share their career expertise and experiences as part of a solid team of administrative professionals. By holding a position on the WCD Board, you will have the opportunity to be a member of a pro-active, member-focused Board and to work with, and on behalf of, administrative professionals from across four provinces and three territories.

WCD current officers for 2011-2012 are:

President:	Jayne Clark Lethbridge Chapter
President Elect: (automatically succeeds to President)	DecolynneJo Barteski CAP Calgary Chapter
Vice President:	Terri Peters, CAP Calgary Chapter, First Term
Treasurer:	Michelle Zahalko Regina Chapter – First Term
Secretary:	Karin Hares, CAP-OM Winnipeg Chapter, First Term

Nominations are to be sent to:

Dawn Becker, CAP-OM, 150-2955 Virtual Way, Vancouver, BC V5M 4X6 postmarked no later than February 28, 2012 or emailed to: dawn.becker@iwafibp.ca.

If I can provide any further assistance, please let me know. I look forward to hearing from you.

Dawn Becker, CAP-OM
Chair, Nominations Committee
Tel: 604-454-5484

Instruction and Information

Candidates for Western Canada Division Board of Directors

1. The Letter of Nomination Form must be completed (either typewritten or electronically), and signatures in black. An additional page can be attached to the Form if space is insufficient.
2. A passport-size photo (1 ¾ x 2 ¼) of the nominee must accompany the Nomination Form in the designated space.
3. Material concerning nominees' qualifications and other terms pertinent to their candidacy may not be mailed to any IAAP units prior to the Annual Meeting, nor is any material to be distributed or posted at the Annual Meeting. Notification of candidates to the membership is by the Committee on Nominations.
4. Candidates nominated from the floor may prepare a resume outlining their qualifications, containing information similar to the Chapter Nomination Form. Thirty (30) copies of the resume must be given to the Nominations Chair at least 24 hours prior to the time the Annual Meeting convenes.
5. Gatherings on behalf of any candidate may not be held prior to the declaration of election results.
6. Candidates will be required to give a speech no longer than 2 (two) minutes in duration at the Annual Meeting.
7. Candidates should note that a Western Canada Division Board meeting for the outgoing and incoming WCD Board Members may be held Sunday morning following the Canada Divisions' Conference. Therefore, candidates should arrange flights departing no earlier than noon.
8. Division Members-at-Large who wish to let their name stand for a position on the Western Canada Division Board would have their nomination form signed by the Division President.

BOARD OF DIRECTORS	
President Elect	Assists the President; prepares to succeed to the office of the President
Vice President	Assists the President, responsible for Division newsletter
Secretary	Distributes minutes of Board meetings, distributes minutes of the annual general meeting, maintains Division calendar of events and directory. Sends correspondence as directed by the Board
Treasurer	Has custody of Division funds; makes disbursements by cheque, as per the approved budget or as directed by Division Board; maintains financial records for auditing; submits a monthly financial statement to the Board; maintains a current record of membership