



## 2021 SAEA Board of Directors Information and Nomination form

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### **Call for Nominations**

SAEA is seeking candidates to serve on its Board of Members to support the objectives, goals, and activities of the organization. The SAEA Board will reflect a diversity of experience, skills, knowledge, and abilities suited to the strategic needs of the organization. Individuals from a range of backgrounds and professional sectors are considered valuable to the board.

The SAEA Board Members consists of up to 5 Board Directors, Secretary, Treasurer, Vice President and President. All Directors serve a two-year term and shall serve no more than 3 consecutive terms.

### **Expectations of A Board Members:**

- Hold a current membership to SAEA.
- Help Promote the Vision, Mission, and Programs of SAEA.
- Commit themselves to ethical, business like and lawful conduct, including proper use of authority and decorum when acting as Board members.
- Attend and participate SAEA meetings, AGM, events and programs
- Represent an unconflicted loyalty to the interests the SAEA members. This accountability supersedes any conflicting loyalty such as to advocacy or other interest groups.
- Ability to contribute significantly to the leadership of SAEA and to fulfill fiduciary responsibilities.
- Maintain confidentiality of privileged information.
- Attend a minimum of 50% plus 1 of scheduled board meetings (8 meetings per year);
- Participate on standing committees and, as needed;
- Participate, promote and network at internal and external events; fundraising, related meetings, member and nonmember events, and other activities as necessary;
- Abide by the SAEA Bylaws, Code of Ethics and Governance Manual Policies.

### **SAEA Board members are to be involved in:**

- Ongoing evaluation of the organization's mission, vision and values;
- Monitoring the organization's progress towards achieving its mission and strategic direction;
- Community and stakeholder outreach;
- Continued evaluation of the organization to best serve the membership;
- Financial oversight (due diligence) and fundraising;
- Board self-maintenance, including recruitment and orientation of new Directors.



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### **Expected Competencies of Board Members:**

- Strong communication skills
- Successful leadership record
- Strong interpersonal skills
- Skills in providing constructive feed-back
- Have business acumen
- Have financial literacy background if applicable
- Have legal background if applicable
- Demonstrated understanding of legal and human resources principles and frameworks

### **Roles and Responsibilities of a Board Member:**

- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made
- Participate in the review of the Association's mission and objectives and in the development of a strategic plan
- Abide by the by-laws, code of conduct, conflict of interest and other polices that apply to the board
- Participate in the approval the annual budget and monitor the financial performance of the association in relation to it
- Help establish, review and monitor operational polices
- Contribute to the work of the board, appointed committees & follow the job description of the appointed position
- Keep informed about community issues relevant to the mission and objectives of the Association

### **Time Commitment**

The time commitment is not onerous, but board members must set aside time to attend meetings (8 meetings per year), attend fundraising initiatives, network and attend member and nonmember events and meetings, and, work with committees as determined by the board to support SAEA.

Details on the meeting attendance are explained in the SAEA by-laws. It is recommended that Member of the Board will be aware of the specifics regarding meeting attendance.



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### Eligibility, Application and Selection

1. To be eligible to stand for election, an individual must:
  - a. Be 18 years of age or older;
  - b. Be an SAEA member in good standing, either individual member of SAEA, or member of the group with good standing with SAEA;
  - c. Be nominated by an SAEA member (and accept) or self-nominate by completing and submitting the Nomination form which includes a brief biography.

*Note: Nominations are NOT accepted from the floor*

2. Nominations can be made at any time, up to **April 12, 2021 by 4:00 pm.**
3. The SAEA Nomination Committee will review nominations and request an interview with suitable nominees.
4. The Nomination Committee will recommend to the Board, a slate of candidates it believes are best suited to the role based on the application/nomination criteria.
5. Members voting in person at the Annual General Meeting or electronically will be able to vote for candidates.

## 2021 Nomination Form Election to the Board of Directors

Submission Deadline - April 12, 2021

Submit form to [jackie.french@saea.ca](mailto:jackie.french@saea.ca)

Nomination forms must be complete and be submitted by email with a jpeg photo. This information is used for circulation to all SAEA members to allow them to vote. All nominees should attend the SAEA AGM April 22, 2021, 5 pm, on Zoom. Please register your attendance by emailing [info@saea.ca](mailto:info@saea.ca). Incomplete nomination forms will not be accepted. Items marked with an \* will be shared with the SAEA membership. If more space is required, please submit additional information with application.

### **Nominee Application and Information** (can be completed by nominee, or nominator)

\*Name of Nominee (First, Last): \_\_\_\_\_

SAEA Membership Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Date of Birth (M/D/Y): \_\_\_\_\_



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### **Professional Experience/Work History**

(Choose up to four, that highlight the nominee's competencies that would benefit the Board)

### **Community Involvement**

(Highlight nominee's past board experience, committee, or volunteer roles)

### **Interest and Expertise**

(Highlight areas of SAEA's mandate that the nominee is most interested in, and the explain the expertise he/she/you will bring to the future work on that mandate)



**Skills Matrix (three or more of the following areas of expertise are required).** Select each applicable skill and provide an example.

***Strategic Planning***

*Provide Specific Examples/Experience*

Determining multiple year strategies, long-term planning and projects to pursue;

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Knowledge of direction setting to work within, and reach desired outcomes and objectives;

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Understanding of relationships between non-profits and its stakeholders, including the communities served; corporate sponsors, funders and different levels of government.

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***Community Outreach and Communication***

Building positive relationships and networks with community members and nonmembers, community/industry organizations, government officials, external relations.

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***Financial Management***

Setting and following financial goals in conjunction with the overall strategic objectives;

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Familiarity with financial controls and structure required for non-profit organizations;

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Financial planning and tools required to support long-range sustainability of non-profit organizations.

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### ***Legal / Governance***

Non-profit governance structure, bylaws and requirements;

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Organizational policies and procedures.

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Please provide the following two public statements for use on the SAEA website, and to be shared in electronic communications to the SAEA membership. Please ensure you write in the first person and ensure statements are not more than 150 words.



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### **Biography**

(Nominee's chance to highlight occupation, experience and qualifications)

### **Action Statement**

(Nominee's chance to highlight personal interests in relation to SAEA's mandate, mission, vision and what the nominee plans to do for SAEA and its members)

**Declaration:** I declare that I am nominating myself, or, I am nominating someone that is aware of this nomination and the contents contained within. I declare that this nomination is for election as Director to the SAEA. I have read the nomination information and to the best of my knowledge, information and belief, I/or the individual being nominated, am qualified to stand as a candidate for election. If elected, I/or the candidate will undertake to act honestly and in good faith in the best interest of the Southern Alberta Ethnic Association.

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Printed Name

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Signature

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Date