

BOARD MEMBERS NOMINATION INFORMATION SHEET

HISTORY & PURPOSE

The Consulting Architects of Alberta was established on August 19, 2009 under the Alberta Societies Act as a not-for-profit society serving as the business voice of the architecture firms of Alberta.

The CAA offers a forum for communication between consulting architectural firms and their clients who include industry partners.

OUR MISSION

Our mission is to strengthen the practice of the consulting architectural firms of Alberta by serving as the business voice for our member firms.

We wish to build a positive business environment for the architectural firms in Alberta.

OUR MANDATE

We are currently focusing our efforts on three core areas:

Advocacy – with government, with client groups – to represent the business voice of consulting architects

Communication – to our member firms – providing information, methods for sharing knowledge

Networking – events for members only and events for members and client groups – to connect with one another, build relationships

INTRODUCTION

The Bylaws of the *Consulting Architects of Alberta, A Society* state: “the Board of Directors [shall be] elected by the members from among their number to hold office until the close of the next annual general meeting ...”

The 2011 Annual General Meeting is on October 27th.

There are 9 (nine) Director positions open for the 2011 – 2012 term (Past Chair being an honorary position).

TERM OF APPOINTMENT

According to the bylaws, the Directors hold office for a one-year term, however interested candidates are urged to consider a minimum 2-year commitment (subject to re-election in the second year).

Although most of our current board members are willing to continue to serve another year, technically each one is up for re-election this year.

GENERAL RESPONSIBILITIES OF BOARD MEMBERS

The Board’s responsibility is to provide leadership and set direction, ensure and allocate the necessary resources, and provide accountability through oversight.

Individual board members are advocates of the CAA and need

to be involved, informed and committed to the Board.

QUALIFICATIONS

The nominees must:

- Be a representative of a CAA member firm in good standing
- Support the mission of the organization
- Be able to attend board meetings on a regular basis – approximately 4 face-to-face meetings per year and 4 video/teleconference meetings
- Be approachable, available and accessible as needed
- Accept and volunteer for tasks and related work that furthers the strategic direction of the association

Other considerations for board appointments include:

- Experience in leadership and teamwork
- Familiarity with strategic planning and policy development
- Financial skills
- Awareness and understanding of advocacy issues
- Connections within industry

NOMINATION FORMS

Any member of the CAA may nominate a person or persons, including him or herself.

Nomination forms are available online at www.consultingarchitects.ab.ca

SUBMISSION DEADLINE

Friday, October 14, 2011.

BOARD ACTIVITY INTEREST SHEET



Applicant Name: _____

Please review the organizational chart and indicate your particular areas of interest and experience (check as many as apply):

	Interest	Experience
GOVERNANCE		
Policy development		
Finance and audit		
Board development		
Annual planning		
INTERNAL RELATIONS		
Membership recruitment / retention / satisfaction		
Events / Programs		
Affiliate member strategy		
Small firm strategy		
Communications / Website / Newsletter		
EXTERNAL RELATIONS / ADVOCACY		
Issue Identification		
Procurement		
Contracts		
Education / Research		
Design Excellence		
Fees / Scope of Services		
Industry Relations – committee representation		
Alliances – relationship management		
AB Infrastructure – relationship management		

If this will be your **FIRST TIME** serving on the CAA Board:

On a separate sheet of paper, please include a **150 – 250 word outline** explaining why you are interested in serving on the Board of Directors at this time. Include an overview of your experience and qualifications in relation to the qualifications noted in the Nomination Information sheet.

THANK YOU for your interest in serving on the CAA Board of Directors!

BOARD NOMINATION FORM

If you are the nominee:

Please fill in and sign the following statement and submit it to the CAA along with the board activities interest sheet and the qualifications outline.

Name of person nominated (nominee)

Name of CAA member firm represented

Nominee position within firm

Nominee's e-mail

Nominee's telephone number

Fax number

I am willing to join the Board of Directors of the CAA and to attend up to 8 board meetings per year. I have read and endorse the Mission Statement and Mandate of the organization as found in the nomination information package. I have also read the Board Terms of Reference and if elected I agree to abide by these guiding principles.

Nominee's signature

Date

If nominating someone other than yourself:

Thank you for making the nomination. Please provide us with your name and contact information.

Name _____

Telephone number _____

E-mail _____

OUR MISSION

Our mission is to strengthen the practice of the consulting architectural firms of Alberta by serving as the business voice for our member firms.

We wish to build a positive business environment for the architectural firms in Alberta.

The completed and signed nomination form can be sent fax, e-mail or post to:

Consulting Architects of Alberta

(780) 488-4566 (fax)

info@consultingarchitects.ab.ca

10415 Princess Elizabeth Ave
Edmonton, Alberta
T5G 0Y5

SUBMISSION DEADLINE

October 14, 2011