**Board of Directors**

Call for Nominations

**Canadian Association of the Deaf - Association des Sourds du Canada (CAD-ASC):**

The CAD-ASC is a national not-for-profit organization that promotes human rights and accessibility for Deaf people in Canada who use American Sign Language (ASL) and langue des signes québécoise (LSQ). Founded in 1940, CAD-ASC is the national association for information, research and community action. It provides consultation and information on Deaf issues to the public, business, media, educators, governments and others, conducts research, and collects data. CAD-ASC is affiliated with the World Federation of the Deaf (WFD), and is a United Nations-accredited Non-Governmental Organization (NGO) to the Convention on the Rights of Persons with Disabilities.

**Nominations for the 2021-2023 Board of Directors:**

The CAD-ASC is seeking nominations for its Board of Directors for two-year terms. There will be an election to fill the positions of **President,** **Vice President (Governance and Membership), Secretary, Treasurer, Communications Director, National Francophone Director, National Youth Director, National Indigenous Director, and up to 3 Directors-at-Large.** The election will be held at our Annual General Meeting on July 31st and August 1st, 2021 (dates and location to be confirmed).

We are searching for candidates who support the objectives and activities of the organization. To learn more about our organization, please visit [www.cad.ca](http://www.cad.ca). The CAD-ASC is intended to reflect a diversity of experience, skills, knowledge and abilities, suited to the strategic needs of the organization. We are looking for members from all areas of the community and from a range of backgrounds (e.g. gender, sexual orientation, gender identity, race, ethnicity, francophone, indigenous, youth, and senior.)

The CAD-ASC Board of Directors sets direction, establishes policies, and oversees the activities of the organization. More specifically, the role of Board members includes:

* Ongoing evaluation of the organization’s mission, vision and values
* Strategic planning and monitoring
* Advocacy, membership recruitment, community and stakeholder outreach
* Continued evaluation (and restructuring as necessary) of the internal and external frameworks of the organization
* Financial oversight (due diligence); and fundraising
* Board self-maintenance, including recruitment and orientation of new Directors

**REQUIREMENTS OF DIRECTORS**

Directors are expected to:

* Attend Board meetings and Annual General Meetings as scheduled, being well-prepared in advance.
* Join in community events after Board meetings and Annual General Meetings.
* Sit on at least two standing committees and, as needed, ad-hoc committees, and actively take part in meetings and complete tasks related to the work of the committees.
* Participate in strategic planning activities.
* Complete organizational tasks and committee work outside Board meetings.
* Positively support the aims and objectives of the organization.
* Be readily accessible and responsive to email and any other communication tools.

**QUALIFICATIONS OF DIRECTORS**

CAD-ASC is looking for individuals with the following qualifications, skills, and experience:

* Leadership
* Strategic planning
* Risk management
* Knowledge of financial management (CGA/CPA designation would be a great asset)
* Human resources/organizational management
* Fundraising
* Communications/Marketing
* Human Rights
* Membership/affiliation management

**ROLES AND RESPONSIBILITIES OF EACH DIRECTOR**

In Article VI, Section 30 of the CAD-ASC Bylaws, the roles and responsibilities of each Director is defined as follows:

a. The President shall:

1. Preside at all meetings of the members of the Corporation and of the Board of Directors;
2. Sign all By-laws and execute any documents along with the Secretary;
3. Serve as the official spokesperson for the Corporation;
4. Act as a liaison between the Board, staff, community, and attend all meetings on government relations; and
5. Perform any other duties which the Board of Directors may, from to time, assign.

b. The Vice President (Governance & Membership) shall:

1. In the absence or disability of the President, perform the duties and exercise the powers of the President;
2. Coordinate regulatory compliance, chair the election committee, chair the governance committee, and report and consult on governance issues to the Board of Directors;
3. Coordinate and provide support to the Directors in their outreach and ongoing membership efforts; and
4. Perform any other duties which the Board of Directors may, from to time, assign.

c. The Secretary shall:

1. Keep and maintain the records and books of the Corporation, including the registry of Officers and Directors, the registry of members, the minutes of Annual General Meetings and meetings of the Board of Directors, the By-laws and resolutions;
2. Sit on at least one Board committee;
3. Give any notices required for the Annual General Meetings, Special Meetings; and
4. Perform any other duties which the Board of Directors may, from to time, assign.

d. The Treasurer shall:

1. Oversee the finances of the Corporation;
2. Ensure the completeness and accuracy of all financial records and books of the Corporation;
3. Sit on at least one Board committee;
4. Assist in preparation of the financial statements of the Corporation; and
5. Perform any other duties which the Board of Directors may, from to time, assign.

e. The Communications Director shall:

1. Oversee the communication distributions of the Corporation;
2. Sit on at least one Board committee;
3. Coordinate and provide leadership to the Directors in their outreach and ongoing communication efforts; and
4. Perform any other duties which the Board of Directors may, from to time, assign.

f. The National Francophone Director shall:

1. Act as a liaison in the Francophone community across Canada, providing regular updates to the Board of Directors, including the community issues;
2. Act as a conduit to disseminate the Corporation’s information to their communities and members, in collaboration with the Communication Director;
3. Sit on at least one Board committee;
4. Serve as the key recruiting force to bring new members into the organization; and
5. Perform any other duties which the Board of Directors may, from to time, assign.

g. The National Indigenous Director shall:

1. Act as a liaison in the Indigenous community across Canada, providing regular updates to the Board of Directors, including the community issues;
2. Act as a conduit to disseminate the Corporation’s information to their communities and members, in collaboration with the Communication Director;
3. Sit on at least one Board committee;
4. Serve as the key recruiting force to bring new members into the organization; and
5. Perform any other duties which the Board of Directors may, from to time, assign.

h. The Directors at Large shall:

1. Act as a liaison in their region, providing regular updates to the Board of Directors, including the community issues;
2. Act as a conduit to disseminate the Corporation’s information to their communities and members, in collaboration with the Communication Director;
3. Sit on at least one Board committee;
4. Serve as the leader and liaison persons on specific themes and/or key issues, as recommended by the Board from time to time; and
5. Perform any other duties which the Board of Directors may, from to time, assign.

i. *[The Past President is not an elected position. Description not included here.]*

j. The National Youth Director shall:

i. Represent Deaf youth to the Directors;

ii. Act as a liaison on youth community issues;

iii. Sit on at least one Board committee; and

iv. Perform any other duties which the Board of Directors may, from to time, assign.

**NOMINATIONS**

1. To be eligible for a seat on the Board of Directors, an individual must:
2. Be 18 years of age or older.
3. Be a Canadian citizen or permanent resident as defined in the Immigration and Refugee Protection Act (Canada).
4. Be a paid-up individual member of the Corporation at the time of their election.
5. Shall not serve simultaneously as a voting representative of any voting affiliate (Full Members and Organizational Members) of the Corporation.
6. No more than two (2) Directors may be from the same province or territory.
7. Shall not hold more than one office of the Corporation.
8. Submit a written statement of interest (up to 300 words) or submit an ASL or LSQ video for a maximum 3 minutes through [MailVU.com](http://mailvu.com) or privately on [VIMEO](http://www.vimeo.com) or [Youtube](http://www.youtube.com) that clearly describes the knowledge, skills, abilities and experience you would bring to the Canadian Association of the Deaf - Association des Sourds du Canada.
9. Two Nominators must fill out and sign **in ink** the Nomination Form for a Candidate. The Nominators and the Candidate must all be from the same province or territory.
10. Nominations can be made anytime up to **May 31, 2021.** The Nominations Committee will review nominations received by the deadline and will make recommendations to the Board of Directors based on the following criteria:
11. Commitment to the organization and the communities we represent
12. Ability to contribute based on the criteria set out above
13. Approach as a Director
14. Relevant knowledge, ability and skill sets
15. The Board of Directors will make the final determination as to which candidates will be slated for an election at the Annual General Meeting.

**Please e-mail all documentation and completed acceptance forms**

**by May 31, 2021 to:**

Nominations Committee

Canadian Association of the Deaf - Association des Sourds du Canada

606, 251 Bank Street, Ottawa, Ontario

Email: info@cad.ca

**Nomination Form for**

**Board of Directors**

**The two nominators must be from the same province or territory as the candidate:**

**# 1 Nominator’s Contact Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Digital Signatures are not permitted.]**

**# 2 Nominator’s Contact Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**[Digital Signatures are not permitted.]**

**Nominee’s (Candidate) Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Nominee Name) accept the nomination and agree to stand for election as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Position) of the Canadian Association of the Deaf - Association des Sourds du Canada at the Annual General Meeting.

**Please e-mail all documentation and completed acceptance forms by**

**May 31, 2021 to:**

Nominations Committee

Canadian Association of the Deaf - Association des Sourds du Canada

606, 251 Bank Street, Ottawa, Ontario

Email: info@cad