



# Board of Directors Nominations Package

## About the Board of Directors

### Responsibilities of the Board of Directors

The Board of Directors is responsible for:

- Exercising fiduciary responsibilities (financial & others)
- CEO/Executive Management issues including recruitment, compensation, termination and mentoring
- Board succession and member recruitment
- Upholding and when necessary reshaping bylaws, beliefs and vision
- Protecting the organization from external threats
- Ensuring the organization is in compliance with laws and regulations

The Board of Directors further participates in establishing strategic direction and priorities and approves any strategic plans, operational plans, annual budgets, annual and quarterly financial reports and committee terms of reference.

### Responsibilities of Individual Directors

Elected Directors have the same responsibilities as appointed Directors. Each Director is expected to:

- Regularly and actively participate in Board meetings
- Participate in the Annual General Meeting and Conference
- Have active involvement in at least one Core Committee
- Actively support the organization's Beliefs and Values
- Make a personal financial commitment
- Share in making representations to stakeholders
- Facilitate introductions of staff to centers and individuals of influence
- Participate in fund development activities
- Participate in EWB events and activities, from time to time, particular those involving members and volunteers
- Represent the external world to the organization and the organization to the external world

### Committees of the Board of Directors

Committees are created by and responsible to the Board to ensure effective implementation of the policies, priorities and plans approved by the Board. Currently, the Board has the following Committees:

### *Finance & Audit*

The finance and Audit Committee assists the Board of Directors in meeting its financial oversight responsibilities by ensuring the adequacy, integrity and effectiveness of accounting, budgeting and financial reporting, internal controls and risk management.

### *Governance*

The Committee is responsible for ensuring that an appropriate governance system is in place which enables the board to discharge its overall stewardship responsibilities. The Committee is also responsible for proposing nominees to the Board and the committees of the Board.

### *Strategy*

The Strategy Committee was formed to create a formal and structured place of engagement for the Board of Directors into EWB strategy.

## Key Dates & Requirements

### **Requirements**

In 2017, the EWB membership will have the opportunity to choose one new Elected Director for the Board of Directors for a term of three years.

To be eligible to run for an elected Board position, one must be between the ages of 18-29 (as stated in By-Law 1, Section 6.2 (b)), be a full paid Regular Member on the date of the AGM (as stated in By-Law 1, Section 6.3) and be able to fulfill the duties of a director as noted below. It is not necessary to be a university student to participate in this year's election (By-Law 1, Section 6.2).

Nominations are due by **11:59pm ET on November 14, 2016** to [anitalazurko@ewb.ca](mailto:anitalazurko@ewb.ca). This nomination includes completion of the Candidate Information Sheet and the Nomination Form (with ten signatures). More information on other information to be submitted is included on the Candidate Information Sheet (page 3).

The board meets quarterly, including two in-person meetings and at EWB's annual National Conference. All Directors are expected to attend each meeting and prepare in advance through review of written materials circulated by management.

# Candidate Information Sheet

Please complete the following form and return it with your completed nomination. This information is used to determine your eligibility to become a member of the National Board of Directors and/or contact you if necessary. All information provided on this sheet will be kept confidential.

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

Chapter (if any): \_\_\_\_\_

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

Cell Phone #: \_\_\_\_\_

Please answer each of the following questions by circling Yes or No:

Will you be over the age of 18 on the date of the Annual General Meeting?	Yes	No
Do you meet the requirement of being a fully paid Regular Member on the date of the Annual General Meeting?	Yes	No
Do you have power under the law to contract and are you otherwise able to fulfill the duties of Director?	Yes	No

Candidate's nomination must be officially supported by **ten EWB members** by **11:59pm ET on November 14, 2016** – the completed nomination form (see below) must be included in your nomination application to [anitalazurko@ewb.ca](mailto:anitalazurko@ewb.ca) submitted by the deadline.

Each candidate is invited to submit a 1-page candidate profile for posting online and distribution at the AGM (please submit electronically to [anitalazurko@ewb.ca](mailto:anitalazurko@ewb.ca) before **11:59pm ET on November 20, 2016**). Each candidate will also be given 2 minutes during the proceedings to outline the reasons for wanting to serve on the Board. Candidates for the Board can stand for election if they are not able to attend the AGM, provided that a completed nomination form is received. They can submit their 2 minute remarks by video (contact [anitalazurko@ewb.ca](mailto:anitalazurko@ewb.ca) for guidelines).

If you have any specific questions about serving as an Elected Director, feel free to contact Anita Lazurko ([anitalazurko@ewb.ca](mailto:anitalazurko@ewb.ca)).

# Nomination Form

I, as signed below, nominate \_\_\_\_\_ (first name, last name) as an Elected Director on the Board of Directors of Engineers Without Borders Canada as outlined in the notice of 2017 Annual General Meeting. I confirm that I am a Regular Member of Engineers Without Borders Canada on the date this nomination is signed.

	Name	Signature	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			