

## REQUEST FOR RECOMMENDATIONS FOR BOARD NOMINEES

The Nominating Committee of the Board of Directors of IPAC Canada is charged with the responsibility of ensuring leadership continuity. Specifically, the Committee is responsible for ensuring that there is at least one qualified candidate running for election for each open Board position. The Nominating Committee's purpose and process are outlined in Policy 12.10 in the Policy Manual (Members Area at [www.ipac-canada.org](http://www.ipac-canada.org)). The Nominating Committee is requesting recommendations for candidates. Candidates can express interest directly or be recommended by another member. **This is only a recommendation for a candidate(s) who should be considered for nomination by the Nominating Committee, not an official nomination.** All recommendations will be kept confidential. The Nominating Committee will review all recommendations and also undertake its own investigation of suitable candidates for open positions. The Nominating Committee reserves the right to decide which suggested candidates will be contacted for an interview. The final selection of candidates is at the discretion of the Nominating Committee and ratified by the Board of Directors. **Additional nominees from the IPAC Canada membership are welcomed and encouraged after the Nominating Committee announces its slate of candidates.**

Timelines for Election of Officers and Directors:

- August 16, 2021 Deadline for expression of interest or suggestions for candidates
- December 13, 2021 Announcement of the IPAC Canada Nominating Committee slate of candidates
- February 14, 2022 Deadline for additional nominations from membership
- February 28, 2022 Announcement of slate of candidates for election at Annual General Meeting (AGM)
- April 2022 Q&A with Candidates (Webinar date to be announced)
- April 27, 2022 Annual General Meeting (AGM)/Elections; late nominations will be accepted at the AGM\*

\*According to the Canada Not-for-profit Corporations Act and the IPAC Canada by-laws, additional nominations may be received at the AGM. The candidate must be proposed by two nominees and accept the nomination. Note that this procedure is required by Corporations Canada. The drawback is that members have not been afforded the opportunity to evaluate the late nominee's expertise while other candidates have made the effort to inform members of their background and expertise, nor has the late nominee had the opportunity to obtain employer support.

The following positions are open for election on April 27, 2022:

- One (1) Director (Programs & Projects) for a three year term (AGM 2022-AGM 2025)
- One (1) Director (Standards & Guidelines) for a three year term (AGM 2022-AGM 2025)
- One (1) Public Representative for a three year term (AGM 2022-AGM 2025)

Position descriptions, including responsibilities and time commitment, are available in the Policy Manual in the Members Area at [www.ipac-canada.org](http://www.ipac-canada.org), along with requirements for Board membership.

The following documents are contained in the Nomination Application package (Form 3) and must be provided for each candidate recommended. The package/Form 3 is available in the Policy Manual (Members Area at [www.ipac-canada.org](http://www.ipac-canada.org)):

- Form 3A – Nomination (completed by two nominators)
- Form 3B – Employer Support (completed by employer of nominee)
- Form 3C – Nominee Profile (completed by nominee)

### Important Notes for Prospective Candidates

1. **If confirmed** as a candidate for a Board position by the Nominations Committee, submit a high resolution colour head and shoulder professional photo no later than October 1, 2021.
2. If nominated for a Board position by an IPAC Canada member, **after the Board slate of candidates is announced**, submit a high resolution colour head and shoulder professional photo no later than February 14, 2022.
3. If elected, Directors must immediately resign from Chapter Executive position(s).
4. A Board Orientation will be held in the afternoon following elections at the AGM. Please note that IPAC Canada does not provide travel or accommodation assistance for candidates or newly elected Board members to attend the Board Orientation.

**Suggestions to the Nominating Committee and completed Form 3 (Nomination Application Package) must be received no later than August 16, 2021**

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