

## 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 12, 2022 Deadline for expression of interest or suggestions for candidates
- December 12, 2022 Announcement of the IPAC Canada Nominating Committee slate of candidates
- February 10, 2023 Deadline for additional nominations from membership
- February 28, 2023 Announcement of slate of candidates for election at Annual General Meeting (AGM)
- April 2023 Q&A with Candidates (Webinar date to be announced)
- May 31, 2023 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 May 31, 2023:

- One (1) President-elect for a two year term (2023-2025) followed by a two year term as President (2025-2027) and one year term as Immediate Past President (2027-2028)
- One (1) Secretary/Membership Director for a three year term (AGM 2023-AGM 2026)
- One (1) Director (Chapters and Interest Groups) for a three year term (AGM 2023-AGM 2026)
- One (1) Director (Education) for a three year term (AGM 2023-AGM 2026)

Position descriptions, including responsibilities and time commitment, are available in the IPAC Canada Policy Manual ( in the Members Area at <https://ipac-canada.org/policy-manual> , along with requirements for Board membership.

The following documents are contained in the Nomination Application package (Form 3) and must be completed for each candidate recommended. The package/Form 3 is available in the Policy Manual (<https://ipac-canada.org/ipac-canada-forms>).

- 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. Include a high resolution photo with completed Form 3, Nomination Package.
2. If elected, Directors must immediately resign from Chapter Executive position(s).
3. 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 12, 2022**

Gerry Hansen, Executive Director  
For the Nominating Committee  
[info@ipac-canada.org](mailto:info@ipac-canada.org)