

**Date:** Monday, Apr. 1, 2019

**Subject Line: Call for Nominations for IAEM-Canada Alberta Region Officers Election**

Dear IAEM-Canada Alberta Region Members:

You are receiving this email because you are an Individual, Affiliate, or Lifetime member of IAEM-Alberta Region (living in the province of Alberta).

**Call for Nominations for the Following Officer Positions**

- **President:** This is a two-year term commencing May 1, 2019. IAEM-Canada Alberta Region President shall represent IAEM-Canada Alberta Region at IAEM-Canada Council meetings in a leadership capacity that best advances the interest of IAEM-Canada Alberta Region and its membership. Among the President's duties are representing IAEM-Canada Alberta Region at various functions and with other organizations; chairing meetings of IAEM-Canada Alberta Region; authorizing expenditures within budget appropriations approved by the Board of Directors; and performing such other duties as required and provided for in the Administrative Policies and Procedures. *The time commitment for this position is approximately 4 hrs/month.*
- **Vice President:** This is a two-year term commencing May 1, 2019. IAEM-Canada Alberta Region Vice President shall represent IAEM-Canada Alberta Region at IAEM-Canada Council meetings in a leadership capacity that best advances the interest of IAEM-Canada Alberta Region and its membership in the absence of the IAEM-Canada Alberta Region President. Among the Vice President's duties are acting as IAEM-Canada Alberta Region President in the absence of the President; representing IAEM-Canada Alberta Region at various functions and with other organizations; attending meetings of IAEM-Canada Alberta Region; and performing such other duties as required and provided for in the Administrative Policies and Procedures. *The time commitment for this position is approximately 2 hrs/month.*
- **Secretary:** This is a two-year term commencing May 1, 2019. The Secretary shall ensure the maintenance of accurate records of the proceedings of all meetings of the membership, the Executive Committee, and perform such other duties as required by the Administrative Policies and Procedures. *The time commitment for this position is approximately 2 hrs/month.*

**Note:** Only IAEM-Canada Alberta Region Individual members can run for office, and only IAEM-Canada Individual, Affiliate and Lifetime members living the province of Alberta can vote in this election.

**Candidate Eligibility**

In order to be placed on the ballot for election to an office, the candidate must submit the following to **IAEM-Canada Vice President Scott Roberts**, [scott.roberts@rogers.com](mailto:scott.roberts@rogers.com), no later than **Wednesday, Apr. 24, 2019, at 5:00 p.m. EDT:**

1. A letter stating candidacy;
2. A letter/email from the candidate's immediate supervisor supporting the time and travel necessary to satisfactorily fulfil the requirements of the office;
3. A brief resume; and

4. Meet the requirements in Bylaws Section 11.

### **Nomination Process**

**All nominations material must be received no later than 5:00 p.m. EDT, Wednesday, Apr. 24, 2019**, via email to **IAEM-Canada Vice President Scott Roberts**, [scott.roberts@rogers.com](mailto:scott.roberts@rogers.com). Online voting will begin on **Wednesday, May 1, 2019 at 9:00 am EDT**, and will close on **Friday, May 24, 2019, at 5:00 p.m. EDT**. Election results will be announced at the Annual General Meeting during the 2019 IAEM-Canada Conference, June 4-7, 2019, Calgary, Alberta.

When submitting a nomination, the submission must include complete contact information, including mailing address, phone number, and email address. Personal contact information is required for election records but will not be disclosed to the electorate. IAEM will only list your email address with your candidate statement.

Nominees must submit a biography that outlines the candidates' experience, background, and qualifications that are relevant to the position(s) sought. Nominees may submit a recent photograph to accompany their biography.

Additionally, nominees may submit an optional candidates' statement that outlines why the electorate should consider your nomination and what you'd like to accomplish during your term in office. The candidates' statement should be submitted in Word format and should be limited to no more than 400 words.

### **Campaign Rules**

Nominees are to adhere to the campaign rules outlined in Chapter 6, Section V of the IAEM Canada Administrative Policies and Procedures Manual (APP).

If you have any questions, please contact me at [scott.roberts@rogers.com](mailto:scott.roberts@rogers.com).

**Scott Roberts**

**Vice President– IAEM-Canada Council**

[scott.roberts@rogers.com](mailto:scott.roberts@rogers.com)