



# International Association of Business Communicators Canada East Region

## The search is on for **IABC REGIONAL LEADERS**

Your IABC Canada East Region (CER) supports chapter leaders from Newfoundland & Labrador to Ontario. We create structures and programs to support and help chapter leaders deliver value to their members and we represent chapter interests to IABC International.

If you are an experienced IABC volunteer looking for new opportunities to be involved with the direction of IABC, this may be the next stage in your IABC career. It's a chance to serve with a great team that includes experienced leaders from across six provinces, and all our chapter presidents. It's also an opportunity to work from a different strategic perspective of IABC.

The process is now under way to select our board for the year July 1, 2021 to June 30, 2022. Here's the current composition of our team:

Board position	Term/commitment	Current status
Chair	3 years total - 1 year vice chair, 1 year chair, 1 year past chair	<b>FILLED</b> ( <i>Automatic succession</i> )
Past Chair	3 years total - 1 year vice chair, 1 year chair, 1 year past chair	<b>FILLED</b> ( <i>Automatic succession</i> )
Vice Chair	3 years total - 1 year vice chair, 1 year chair, 1 year past chair	<b>OPEN</b>
Director, Communications	1 year with option for 2 <sup>nd</sup>	<b>FILLED</b>
Director, Finance	1 year with option for 2 <sup>nd</sup>	<b>OPEN</b>
Director, National Programs	1 year with option for 2 <sup>nd</sup>	<b>OPEN</b>
Director, Professional Development	1 year with option for 2 <sup>nd</sup>	<b>OPEN</b>
Director, Sponsorship	1 year with option for 2 <sup>nd</sup>	<b>FILLED</b>
8 chapter presidents	Coincides with chapter term	<b>FILLED</b> ( <i>Automatic membership</i> )
Board members may attend up to three face-to-face group meetings (due to COVID-19 restrictions in-person meetings may or may not take place in 2021-22). CER covers transportation and accommodation expenses. Regular monthly meetings will be held by ZOOM.		

The coming term will be an exciting one as we use our intellectual, collaborative and financial resources to create new ways to support our chapters. **It will be even more exciting if you are part of our team.**

If you did not receive a copy of the CER bylaws with this application, please request a copy from Jo Ann Johnston, Past Chair, IABC Canada East Region at [IABCCERPastChair@gmail.com](mailto:IABCCERPastChair@gmail.com). All applicants are required to familiarize themselves with the bylaws of the Canada East Region as part of the application process.

Please submit your electronic application to Jo Ann Johnston, Past Chair, at [IABCCERPastChair@gmail.com](mailto:IABCCERPastChair@gmail.com) by **5 p.m. on Friday, May 7, 2021**. Questions and comments may also be submitted by email to Jo Ann. A nomination form follows.

**Please note** that as the CER's reserve funds are invested with an Ontario investment dealer and legally require signatures from two Ontario residents to perform transactions, two of the four executive positions must come from Ontario (Finance, Vice Chair, Chair, and Past Chair).

## **CER Board Roles and Responsibilities**

### **Vice Chair**

- Automatically succeeds Chair.
- Liaises with Directors.
- Presides over meetings of the Region and the CER Executive, in the Chair's absence.
- Reviews and updates CER bylaws, policies and accountabilities a minimum of once per administrative year.
- Serves on the CER Executive.
- Serves on the CER Nomination Committee.
- Potentially designated as a signing officer for CER.
- Acts as CER's representative in the planning of Leadership Institute.

### **Director, Finance**

- Prepares annual budget for approval by the CER by August each year.
- Oversees the disposition of CER funds.
- Maintains and distributes financial reports to the CER Executive as needed.
- Arranges for financial audit as required.
- Serves on the CER Executive.
- Designated as a signing officer for CER.
- Recommends financial opportunities for consideration by the CER Executive.
- Reviews and updates the CER Expense Guidelines a minimum of once per administrative year.
- Researches and recommends cost-effective travel options for CER Board members.

### **Director, National Programs**

- Oversees all aspects of the Silver Leaf awards and Master Communicator Programs.
- Lead and manage IABC Canada's Silver Leaf Awards program in partnership with Canada West Region.
- Coordinate Master Communicator (MC) program in partnership with the MC Selection Committee and Canada West Region.

### **Director, Professional Development**

- Prepares development agenda for CER Board meetings.
- Creates schedules for development activities to take place during the Board year - with specific concentration on the development of chapter leaders.



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## Nomination Form – Canada East Region Board 2021/2022

Please note you can return this document via email to [IABCCERPastChair@gmail.com](mailto:IABCCERPastChair@gmail.com) or fill out the online form at: <https://forms.gle/ViFe5qUM3Xg3Fo898>

<b>I wish to be considered for the position of (please check one or more)</b>	
<input type="checkbox"/>	Vice Chair (three-year commitment, automatic succession to Chair and Past Chair)
<input type="checkbox"/>	Director, Finance (one-year commitment, renewable)
<input type="checkbox"/>	Director, National Programs (one-year commitment, renewable)
<input type="checkbox"/>	Director, Professional Development (one-year commitment, renewable)
<b>Your commitment:</b> I have read the district bylaws and the job descriptions for these positions and understand what my responsibilities would be if I am elected as a board member. I am committed to the by-laws of the district board.	
Signature _____ Date _____	
<b>Name</b>	
<b>Title</b>	
<b>Company name</b>	
<b>Mailing address</b>	
<b>E-mail</b>	
<b>Telephone day</b>	
<b>Telephone evening</b>	
<b>Here's why I'm seeking this position:</b>	

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**Here are some of the leadership qualities I would bring to this board:**

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**Here's my personal vision for IABC:**

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**Here's my personal vision for the communication profession:**

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**Please insert or attach a short biography (one page) showing highlights of your career and your volunteer experience with IABC and other organizations.**

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