

AG#3.3

Call for Nominations: **2012 OPHA Board of Directors**

The Ontario Public Health Association provides leadership on issues affecting the public's health and works to strengthen the impact of people who are active in public and community health throughout Ontario. If you have a strong interest in public health and wish to become involved with others working in this field, you may want to put your name forward for a position on the OPHA Board of Directors.

This is the official Call for Nominations for the 2012 Board of Directors and details the individual Board positions and the nomination process. Please return the Nomination Form that follows to the Chair of the Nominations Committee, c/o the OPHA office, by **September 7th, 2011**. All positions are elected by the full membership of the Association at OPHA's Annual General Meeting (AGM) to be held during the OPHA Fall Forum at the Toronto Marriott, 525 Bay Street, from October 5th – 6th.

OPHA is currently accepting nominations for ten positions (nine plus one special circumstance) on the OPHA Board of Directors beginning January 1st, 2012. Responsibilities, time commitments and involvement in other committees or organizations vary by position. A brief description of each position is provided below.

In addition due to the inability to fill the President-Elect position in the fall of 2010 the position of President appears on this form. In the case of a vacancy for the position of President-Elect, the Board of Directors may appoint a Member of OPHA (OPHA By-Law Article 2.19.1). However, according to Article 2.19.5 the appointed President-Elect "... shall not become President without a vote by the members of OPHA at a General Meeting."

Sue Makin was appointed to the position of President-Elect by the Board of Directors on June 23, 2011 with the understanding that she would accept nomination for President in the fall 2011 election process. In accordance with Article 2.19.5 we have added the position of President to the Nomination form. Article 2.07 that requires nominees for President-Elect to be a member of the Board of Directors prior to their nomination, thus to be consistent this requirement is being extended any additional nominations for President.

For more information about a particular portfolio or if you have any questions about the nomination process, please contact Siu Mee Cheng at scheng@opha.on.ca (or the Administrative Assistant, at admin@OPHA.on.ca).and your questions will be directed to Board

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President (2012)

- The President holds office for a period of two-years or until a successor has been duly elected and/or appointed, followed by one-year as Past-President;
- Under this special circumstance nominees for President must be a current member of the OPHA Board of Directors and their nomination form must be signed by ten (10) OPHA members in good standing;
- The President shall act as spokesperson for OPHA and performs other duties such as representing the Association at official meetings and functions;
- The President shall act as the Chair at all meetings of the Members of the OPHA and of the Board of Directors and as well any meeting of the Executive Committee;
- The President is an Ex Officio member of all Committees and the Chair of the Nominations Ad Hoc Committee;
- The time commitment is approximately 8 days per month, including:
 - Quarterly Board of Director meetings each up to 2.0 days = 8 days annually
 - Ten Executive meetings each up to 3 hrs = 30 hours annually
 - Approximately ?? hours per month on average, representing OPHA in person, via teleconference or in writing
 - An additional 12 – 15 hours per month preparing for meetings

Vice-President (2012)

- The Vice-President holds office for a period of one-year; he/she will become President for a 2-year term following the year as Vice-Elect
- Nominees for Vice-President must have had one year's experience on the OPHA Board of Directors and their nomination form must be signed by ten (10) OPHA members in good standing;
- The Vice-President shall act in the absence of the President, at the request of the President; is the Chair of the Advocacy Committee and performs other duties such as representing the Association at official meetings and functions;
- The Vice-President is also a member of the Executive Committee;
- The time commitment is approximately 8 days per month, including:
 - Quarterly Board of Director meetings each up to 2.0 days = 8 days annually
 - Ten Executive meetings up to 3 hrs = 30 hours annually
 - Advocacy Committee = 6 meetings, 3 hours = 18 hours annually
 - Additional time representing the Association at the request of the President
 - An additional 12 – 15 hours per month preparing for meetings

Treasurer (2012)

- The Treasurer holds office for a period of one-year;
- Nominees must be OPHA members in good standing; the Treasurer requires the signatures of five (5) nominators who are also members in good standing;
- The Treasurer is responsible for assisting the board in fulfilling its financial oversight responsibilities;
- The Treasurer chairs the Audit Committee; is a member of the Executive Committee; ensures that appropriate financial reports are made available to the Board; and regularly reports to the Board on key financial events, concerns, and assessment of fiscal health; works with the Auditor;
- The time commitment is approximately 2 days per month, including:
 - Quarterly meetings each up to 2.0 days = 8 days annually
 - Ten Executive meetings up to 3 hrs = 30 hours annually
 - Audit Committee = 4 meetings, 3 hours = 12 hours annually

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Secretary (2012)

- The Secretary holds office for a period of one-year;
- Nominees must be OPHA members in good standing; the Secretary requires the signatures of five (5) nominators who are also members in good standing;
- The Secretary is responsible for assisting the Board in its responsibility to ensure appropriate collection and storage and distribution of documentation of Board and Executive Committee activities;
- The Secretary is Chair of the Membership Committee; he/she is a member of the Executive Committee; he/she manages the in-camera minutes and has responsibility for the Official Seal of OPHA;
- The time commitment is approximately 2 days per month, including:
 - Quarterly Board of Director meetings each up to 2.0 days = 8 days annually
 - Ten Executive meetings up to 3 hrs = 30 hours annually
 - Membership Committee = 6 meetings, 1.5 hours = 9 hours annually
 - Additional days may be required to attend and record other meetings as called by the President

Members-at-Large (6 positions available) (2012)

- Members-At-Large each hold office for a period of one-year;
- Nominees must be OPHA members in good standing, and each Member-at-Large requires the signatures of five (5) nominators who are also members in good standing;
- Each Member-At-Large is responsible for member activities consistent with the OPHA mission and issue priorities; half sit on the Membership Committee and half on the Advocacy Committee.
- One Member-At-Large co-chairs on the Membership Committee;
- One Member-At-Large co-chairs on the Advocacy Committee;
- The time commitment is approximately seven hours per month, depending on which committee they sit, in addition to the one-and-a-half day quarterly meetings of the Board of Directors that take place in Toronto.
 - Quarterly meetings each up to 2.0 days = 8 days annually
 - Ten Executive meetings up to 3 hrs = 30 hours annually



2012 Board of Directors Nomination Form

Nomination Guidelines

- Nominations must be postmarked no later than **September 7th, 2011**.
- The nominee and all nominators must be OPHA members in good standing.
- Persons nominated must be willing to carry out the obligations of the office to which they may be elected. These obligations are available, on request, from the OPHA office.
- The Nominations Committee will review the applications and ensure that the names of those meeting the nomination criteria, together with a basic biography, will be forwarded to the membership for voting purposes.
- Nominees for Vice-President must have at least one year of experience on the OPHA Board of Directors. Their nomination form must be signed by ten (10) members in good standing.
- Treasurer, Secretary and Members-at-Large nominees require the signatures of five (5) nominators who are members in good standing.

NOMINEE

I hereby seek the nomination in the Ontario Public Health Association, to the position indicated below, in accordance with By-law Article II:

- Vice-president
- Treasurer
- Secretary
- Members-at-Large (6)

(Please print)

Name: _____

Address: _____

Telephone: (Res) _____
(Bus) _____

Fax: _____

Email: _____

Signature: _____

NOMINATORS – signature	NOMINATORS – please print name
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

Call for Nominations: 2012 OPHA Board of Directors

*Briefly outline your public health experience, interests and goal for the position.
Additional pages may be submitted as needed.*

Return by September 7th, 2011 to:
Chair of the Nominations Committee
c/o OPHA,
700 Lawrence Ave W.,
Suite 310
Toronto ON, M6A 3B4.
Fax: (416) 367-2844.
Tel: (416) 367-3313/1-800/267-6817, Ext. 224



2012 Board of Directors Special Nomination Form

Nomination Guidelines

- Nominations must be postmarked no later than **September 7th, 2011**.
- The nominee and all nominators must be OPHA members in good standing.
- Persons nominated must be willing to carry out the obligations of the office to which they may be elected. These obligations are available, on request, from the OPHA office.
- The Nominations Committee will review the applications and ensure that the names of those meeting the nomination criteria, together with a basic biography, will be forwarded to the membership for voting purposes.
- Nominees for President must currently be on the OPHA Board of Directors. Their nomination form must be signed by ten (10) members in good standing.

NOMINEE

I hereby seek the nomination in the Ontario Public Health Association, to the position indicated below, in accordance with By-law Articles II and in particular Articles 2.19:

- President

(Please print)

Name: _____

Address: _____

Telephone: (Res) _____
(Bus) _____

Fax: _____

Email: _____

Signature: _____

NOMINATORS – signature	NOMINATORS – please print name
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

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