

Overview

The IAP2 BC YT Chapter is looking for enthusiastic individuals who are passionate about IAP2 to join our Board of Directors in 2022. We are currently looking for Executive Officers for numerous board roles.

For a more detailed outline of responsibilities, please see the position descriptions below.

If you are interested in a position, please submit your completed nomination form to Lisa Moilanen, Nominations Chair at nominations@iap2bc.ca by **Wednesday, November 3, 2021 at 4:00 PM PST.**

General Eligibility Requirements for all Candidates

A candidate for election as an Executive Officer must:

- a) be a BC Chapter member in good standing
- b) not be disqualified from being a Director of a company under section 124 of the BC Business Corporations Act,
- c) consent to the nomination, and
- d) commit to a full term of two years

All Executive Officers, duly elected or acclaimed are expected to fulfill the following:

- a) Attendance on monthly online meetings of one hour
- b) Attendance at annual planning session in early 2022
- c) Attendance at Annual General Meeting
- d) Lead, attend and support events (promote, assist in coordination, etc.) committees and collaborate with other Board members on Chapter initiatives
- e) Promote the Chapter and encourage other members to become directors
- f) Raise awareness and contribute to the success of IAP2 BC YT

Executive Officer Eligibility Requirements

President

- a) supervises the other officers in the execution of their duties,
- b) chairs all meetings of the Executive and all general meetings of the members,
- c) is the Chapter liaison and contact person between the Chapter and IAP2,
- d) is the main contact person and spokesperson for the Chapter, and
- e) has the powers and duties generally pertaining to the office of President, subject to any restrictions imposed by the Executive.

Vice President

Duties are the same as the President so the primary role for this position is to support the President in the execution of their duties. The Vice President is assumed to move into the President role in the future.

Secretary:

- a) issues notice and keep minutes of meetings of the members and the Executive,
- b) is responsible for the correspondence of the Chapter,
- c) has custody of all records and documents of the Chapter except those which will be kept by the treasurer,
- d) has custody of the common seal of the Chapter, if any,
- e) carries out other duties as determined by Executive resolution.

IAP2 BC YT 2022 Board of Directors Nomination Requirements



Treasurer:

- a) keeps the financial records, including books of account, necessary to comply with the operating policies and procedures and the Chapter Charter,
- b) maintains Chapter bank account at a recognized financial institution in the Province BC,
- c) updates and maintains signing authority on the Chapter bank account as required, and as determined by the Executive Committee,
- d) invests surplus funds as directed by the Executive Committee,
- e) prepares and manages an annual budget for approval and adoption by the Executive Committee,
- f) renders financial statements to the Executive, members, and others when required,
- g) completes and submits the annual chapter return to IAP2 as required
- h) applies to IAP2 for the annual member stipend as detailed in the Chapter Charter, and
- i) carries out other duties as determined by the Executive Committee.

Training Coordinator:

- a) Participates in ongoing training related discussions in Canada on behalf of BC
- b) Develops relationships with IAP2 Certificate and other IAP2 training trainers and be the key contact for BC
- c) Provides the IAP2 Canada communications coordinator, IAP2 BC program development and member services coordinators information on upcoming training in BC for promotion to members
- d) Is the key contact for non-IAP2 certified trainers interested in providing training to members, the Executive must approve all non-IAP2 certified training
- e) Provides a brief to the IAP2 BC executive on potential training from non-IAP2 certified trainers

Member Services Coordinator

- a) encourages member contributions of materials to the website
- b) manages, maintains, and updates the BC Chapter website (software: word press)
- c) writes, edits, and produces and distributes a regular information update to the members,
- d) has responsibility for all other marketing initiatives of the chapter, and
- e) manages and responds to inquiries from current or prospective members.

Youth Coordinator

- a) Oversee youth welcome and orientation to IAP2 BC YT events whenever possible
- b) Act as the contact for youth interested in IAP2 BC YT programs and membership
- c) Collaborate, Communicate and Cross promote events and programs of interest to youth through partners and IAP2 BC media such as Bulletin, Website, social media
- d) Report to IAP2 BC Executive on potential youth engagement activities for IAP2 BC YT events
- e) Be the Chapter Youth Liaison contact for IAP2 Canada
- f) Future opportunity - Explore the development of a youth mentorship partner program in BC/YT based on the model developed by IAP2 Canada.

Directors at Large:

Directors at large work on events, committees, or as Coordinators and collaborate with other executive members to achieve the goals of the Chapter Board.



IAP2 BC Chapter 2021-2022 Board Member Call for Nominations Candidate Nomination Form

This form is to be completed and submitted as an attachment in MS Word or equivalent format along with a recent photo in jpeg format by each candidate as part of their nomination. Candidate nomination forms must be submitted to the Nominations Chair via email at nominations@iap2bc.ca no later than **Wednesday, November 3, 2021 at 4:00 PM PDT.**

This information will form part of the election notice and information sent to the members and posted on the BC Chapter webpage during the election process. Please keep responses brief.

If you have any questions about this form contact the Nominations Chair at nominations@iap2bc.ca

Name	
Job/Position	
What board role are you running for / interested in?	
How long have you been a member of IAP2?	
Why are you running for this role? What makes you a good candidate?	
Have you held any positions with IAP2 (locally or nationally), or other professional / similar organizations? If so, what was your role?	
What is your vision for the BC and Yukon Chapter and the field of Public Participation?	

Deadline to submit nominations form: Wednesday, November 3, 2021 at 4 PM P.D.T.