

The Sign Association has a national board, three regional boards (Alberta, Ontario and Quebec) and four chapter boards (BC, Saskatchewan, Manitoba and Atlantic Provinces). This form is for the use of the national and chapter boards of directors. For region forms please contact the region administrator directly.

Members of each board identify opportunities to advance the sign industry while also improving and expanding upon national and regional programs and services that support and benefit the profession and our members.

Directors are asked to attend quarterly meetings, the Annual General Meeting and other special meetings; contribute time and effort for the betterment of the Sign Association; support and work to further the Association's goals and vision; devote the requisite time to fulfill their duties as a board member; and possess a leadership orientation and desire to add value to the Association, its members, and the industry.

The nomination process is designed to identify, encourage and enlist the active participation of dedicated professionals in the service of the Sign Association at a leadership level. The procedures outlined below assist the nominating committee to conduct a fair and equitable evaluation, deliberation and recommendation process for all nominated candidates.

Timeline for Nomination & Election Process

The general process and timeline for the nomination process is:

- Nomination application deadline: **4 weeks from the date of posting: March 30, 2023**
- The nomination committee will review all applications, conduct interviews as required and forward a recommended slate of nominees that complies with the by-laws, ensures the board of directors represents the range of participants in the industry and maintains continued leadership and effective governance practices.
- The slate of nominees is presented by the nominating committee to the board for approval.
- The slate of nominees is voted by the members electronically via an e-ballot and formally approved at the Annual General Meeting.

Nominating Committee

The nominating committee is typically chaired by the past president and may include both board and non-board members. This process is transparent and inclusive.

How to Submit a Nomination

Nominees must be members in good standing with national voting privileges and must submit the following materials by the nomination application deadline:

- **Nomination Form**
Each nominee must complete the Nomination Form to ensure that each candidate presents his/her qualifications in a consistent and orderly manner and that the nominating committee has the same information from all candidates.
- At least **two letters** in support of the nomination must be supplied by Sign Association members in good standing with voting privileges. Letters must be included with the Nomination Form. Letters should address the candidate's professional leadership experience and abilities, ability to

NOMINATION FORM

serve as a director and ambassador for the Sign Association, and the candidate's ability to engage in collegial, strategic discussion and debate.

Incomplete applications after the nomination application deadline will not be considered.

Criteria Used for the Selection of Board of Directors Candidates

In reviewing candidates, the nominating committee will consider the following:

- Leadership and experience in the sign industry
- Previous experience serving on a board
- Knowledge and experience regarding opportunities and challenges facing non-profits
- Involvement with and service to the Sign Association on a local or national level
- Strategic thinking and the ability to envision opportunities for the industry nationally
- Proven leadership attributes and the ability to work collaboratively and engage in debate and discussion
- Commitment and ability to participate in all required meetings in person
- Strong network within the sign and imagemaking industry
- Ability to represent the Sign Association as an ambassador with stakeholders (cities/municipalities, agencies and other organizations)
- Comprehensive tradeshow and fundraising experience
- *Other criteria as specifically relevant to the position*

If you have questions about the form or the nomination process, please contact the national office at 1-877-470-9787 x 4 or email info@sac-ace.ca Your complete Nomination Application package (nomination form and 2 letters of support) must be received no later than the nomination application deadline – **March 30, 2023.**

Terms of Reference for Director Positions

Roles and Responsibilities:

- Keep the board of directors abreast of trends and developments that impact the industry
- Build and enhance relationships within the sign and imagemaking sector
- Assist with communicating and implementing strategic initiatives
- Attend all board meetings, the Annual General Meeting and any other meetings as required by the board
- Assist in other areas as required by the board

Qualifications

- A member in good standing with national voting privileges
- Excellent understanding of the Sign Association's mission and activities
- Previous board experience is preferable
- Strong network within the industry is helpful
- Experience in strategy and planning an asset

Time Requirements: Approximately 3 hours per month on average

1. CONTACT INFORMATION

Full Name Member Class Member Since

Position/Title

Company

Address

Tel:

Email:

Signature

Date:

2. PERSONAL STATEMENT

Please provide a personal statement highlighting why you are interested in being a director and why you would be a strong candidate (highlight interests, professional expertise/background and qualifications for serving on the Sign Association board.)

3. SIGN ASSOCIATION PARTICIPATION AND SUPPORT

Please highlight your Sign Association experience including whether you have served on a national/chapter/regional board or committee or task force and define your roles and responsibilities.

4. PARTICIPATION WITH OTHER ORGANIZATIONS

- a. List other organizations, associations, clubs, trade groups, advisory boards etc. with which you have been involved.

- b. Highlight the board of directors, committee and volunteer experiences that you have had outside of the Sign Association (please list the organization, roles and responsibilities, and time commitment).

5. LETTERS OF RECOMMENDATION

Each candidate must submit two (2) letters of recommendation from current Sign Association members in good standing, with the ability to vote. One letter must be from someone with whom the applicant does not have a direct business relationship. Please submit original letters. Letters should address the candidate's professional leadership experience and abilities as noted in the "Criteria Used for the Selection of Board of Directors Candidates" section above. **Please ensure the nominating committee has the names, addresses, email addresses and phone numbers of those recommending your candidacy.**