



**PROCEDURES FOR ADVANCE NOMINATION OF
CANDIDATES FOR EXECUTIVE POSITIONS**
(Bylaw No. 4.1)

1. Nominations of candidates for Executive positions in advance of the Annual General Meeting are to be made using the attached form.
2. The nomination form must be signed by the board member who is making the nomination and the board member who is accepting the nomination.
3. The nomination:
 - (a) shall include a Candidate's Profile to a maximum of 300 words;
 - (b) may include a photograph of the candidate. (at least 300 dpi)
4. A board member who is submitting an advance nomination must ensure that it is submitted so that it is received in the Association office no later than 4:30 p.m. on the first business day in November.
5. Submission of an advance nomination can be made as follows to the attention of Leslie Anderson:
 - (a) by mail or courier;
 - (b) by fax to (306) 569-2317;
 - (c) by e-mail to landerson@saskschoolboards.ca If the e-mail does not contain the electronic signatures, please also send the original to the Association office.
6. Regardless of the method of submission of an advance nomination form, the candidate's picture may be submitted electronically.
7. The board member who is making the advance nomination will be required to formally make the nomination at the Association's annual general meeting at the time scheduled for the call for nominations to the particular Executive position.
8. Information regarding candidates nominated in advance in accordance with these procedures will be posted on the Association website no later than one week following the deadline for submission of advance nominations.

ADVANCE NOMINATION FORM

PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE ASSOCIATION OFFICE TO BE RECEIVED NO LATER THAN 4:30 p.m., NOVEMBER 1, 2010

1. POSITION on the Executive:

Please check the position(s) for which the candidate is being nominated

Note: Bylaws provide that a candidate may be nominated for more than one position, and, that candidates for President who are not successful are automatically candidates for Vice-President unless they choose not to run for the position of Vice-President.

_____ President (1 year term)

_____ Vice-President (1 year term)

_____ Aboriginal Constituency Representative (2 year term)

_____ Central Constituency Representative (2 year term)

_____ Urban Public Constituency Representative (2 year term)

Note: The term of the Catholic Constituency Representative expires this year. However, pursuant to Bylaw 4.1,7(4) the Catholic Constituency elects or selects its representative and alternate at a meeting held prior to the SSBA Annual General Meeting.

2. CANDIDATE:

Candidate's Name: _____

Candidate's Board of Education: _____

Indicate whether a photograph is submitted: ____ Yes ____ No

If "yes": _____ enclosed _____ sent by e-mail

Please attach the Candidate's Profile (maximum of 300 words). You may submit a separate Profile for each position if you wish.

3. NOMINATOR:

Nominator's Name: _____

Nominator's Board of Education: _____

Signature of Nominator

Date

4. CANDIDATE'S ACCEPTANCE e-mail: _____

Signature of Candidate

Date

Executive Policy 3

ROLE OF THE EXECUTIVE MEMBER

The role of the Executive member is to contribute to the Executive as it carries out its mandate in order to achieve its mission. The oath of office taken or affirmation made by each Executive member when s/he assumes office binds that person to work diligently and faithfully in the cause of the Association.

The Saskatchewan School Boards Association is a corporation. The decisions of the Executive in a properly constituted meeting are those of the corporation. Individual Executive members exercise an effective decision making role in the context of corporate action. The individual Executive member has no authority outside of the Executive meeting unless specific authority has been granted by the Executive during a duly constituted meeting of the Executive.

Specific Responsibilities of Individual Executive Members

1. Take and uphold the oath of office, which states:

I (*name*), do solemnly swear that I will promote excellence in public education and that I will uphold the trust that the school boards of Saskatchewan have placed in me to faithfully guide the Saskatchewan School Boards Association in the achievement of its goals.
2. Be familiar with the incorporating documents, Bylaws, regulations and policies of the organization as well as the rules of procedure and proper conduct of a meeting so that any decision of the Executive may be made in an efficient, knowledgeable and expeditious fashion.
3. Attend, on a regular and punctual basis, all Executive meetings prepared to participate in, and contribute to, the decisions of the Executive in order to provide the best solutions possible for the Association.
4. Regularly take part in educational activities that will assist in carrying out responsibilities.
5. Prepare for and attend all Strategic Planning meetings.
6. Advise the SSBA office when unable to attend an Executive meeting or session.
7. Attend and participate in constituency meetings.
8. Assist at Spring General Meetings and Fall General Meetings.
9. Participate on committees as determined by the Executive.
10. Represent all constituency issues and input to the Executive.

11. Represent relevant information from the Executive to constituency meetings.
12. Provide a written constituency report for each Executive meeting.
13. Suggest items for agendas for Executive meetings.
14. Support and assist the President in conducting effective Executive meetings.
15. Recognize his/her fiduciary responsibility to the Executive and vote in the best interests of the Association understanding that Association needs are paramount.
16. Use special expertise and knowledge to inform other Executive members.
17. Stay current with respect to provincial, national and international educational issues and trends.
18. Share the materials and ideas gained with fellow Executive members at an Executive meeting, in written format, following conference or convention attendance.
19. Maintain focus on the strategic work of the Executive.
20. When delegated responsibility by the Executive, individual Executive members will exercise such authority within the defined limits in a responsible and effective way.
21. Strive to develop a positive and respectful learning and working culture both within the Executive and the Association.
22. Become familiar with, and adhere to, the Executive Member Code of Conduct.
23. Report any violation of the Executive Member Code of Conduct to the President.

Orientation

As a result of elections, the Executive will experience changes in membership. To ensure continuity and facilitate smooth transition from one Executive to the next following an election, Executive members must be adequately briefed concerning existing Executive policy and practice, strategic directions and initiatives.

The Executive believes an orientation program is necessary for effective service. All incoming Executive members and alternates are expected to attend all aspects of the orientation program.

1. The President and Executive Director are responsible for ensuring the development and implementation of the Executive orientation program for newly elected Executive members. The Executive Director shall provide each Executive member with access to the references listed in Policy 3 Appendix at the orientation session.
2. The Executive Director will provide an orientation program for all newly elected Executive members that provides information on:

- 2.1 SSBA Executive Handbook (Association Bylaws, Association policies, Executive policies);
 - 2.2 Role of the Executive member and the Executive;
 - 2.3 The Strategic Plan and Plan Implementation;
 - 2.4 Financial information (Budget, Budget Process, Audited Financial Statements);
 - 2.5 Practical information (Expense Claims, Insurance Coverage, Building Information, Conference Attendance);
 - 2.6 Executive meeting information;
 - 2.7 Communication with constituencies;
 - 2.8 Fiduciary duty.
3. The orientation program will also include a tour of the offices and the opportunity to meet Association staff.
 4. Incumbent Executive members are encouraged to help newly elected Executive members become informed about history, functions, policies, procedures and issues.
 5. Specific orientations for the President and Vice-President will be provided as required.