



October 1, 2008

**Re: Nominations for directors of the 2009 TMAC national board**

Dear TMAC colleague:

Each year at this time the directors of TMAC solicit nominations for the forthcoming year's board. For 2009 we need to elect FOUR new directors.

Please consider nominating someone – or standing for office yourself. These are all volunteer positions, and the board is only as good as the people on it. Board members serve for two years and may stand for re-election once. A nomination form is enclosed. Each nominee requires a sponsor and a seconder.

The election will be held at the TMAC annual general meeting in Richmond, B.C., Feb. 3-6, 2009. Board positions – president, treasurer, etc. – are decided by the directors after the election.

You can nominate someone right up until the AGM, but our bylaw requires that the board present the membership with a slate of candidates not less than 10 or more than 50 days prior to the AGM. This slate (with short candidate statements), along with your official notification of the meeting, will be sent to all members in mid-January.

**The deadline for receiving nominations to be included in the January package is Nov. 15.**

For those unable to attend the AGM a proxy form will be included in the January package. You can use your proxy to appoint someone to vote for you.

Please help ensure that we have a strong and dedicated board of directors for 2009.

Sincerely,

John Masters  
President

February 2007 - February 2009

**NOMINATION FORM**

**DEADLINE: Nov. 15, 2008**

I nominate the following TMAC member in good standing for election to the TMAC 2009 Board of Directors:

Nominee (please print): \_\_\_\_\_

Sponsor (please print): \_\_\_\_\_

Nominee's signature: \_\_\_\_\_

Sponsor's signature: \_\_\_\_\_

Seconded by (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Biography of nominee (200 words max.) and what he or she hopes to achieve on the board:

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MAIL this form to: Leya Duigu, TO Corporate Services, 55 St. Clair Ave. West, Suite 255, Toronto, Ontario M4V 2Y7 or fax, Monday to Friday, 9 a.m. to 5 p.m. ET, to 416-967-6320.

## **NATIONAL BOARD DUTIES**

### **PRESIDENT**

Elected by the Membership and Approved by the Board

- Chairs the Annual General Meeting
- Prepares Agenda
- Co-ordinates all reporting activities
- Ensures democratic process of nominations and election
- Chairs the National Board Meetings
- Ensures input from all Committees
- Follows up and liaises with Board on portfolios as required
- Steers the organization with policy
- Ad hoc member of all Committees
- Represents the Association at various functions during the year
- Initiates projects
- A Director and Signing Officer of the Organization
- All National and Chapter Board members report to the President
- Attend all National Board Meetings

### **VICE PRESIDENT**

Elected by the Membership and Appointed by the Board:

- Chairs Board meetings in the President's absence
- Organizes the National Board Meetings
- Prepares the Agenda
- Notifies all Board members of meetings, dates, and locations
- Keeps abreast of all ongoing items so that in the absence of the President incumbent can chair the National Board Meeting
- Be available to serve on Committees set up by the TMAC Board, when requested
- Attend all National Board Meetings

### **SECRETARY**

Elected by the Membership and Appointed by the Board:

- A Director and Signing Officer of the Organization
- Maintains the Minute Book of National Board of Directors' meetings
- Acts as Nominations and Returning Officer for the Annual Elections
- Ensures democratic process of National Board Meetings by implementation of Robert's Rules
- Co-ordinates and prepares Monthly Association Bulletin information from all chapters
- Attends all National Board Meetings

## **TREASURER**

Elected by the Membership and Appointed by the Board:

- Sign and oversee all income and expenditure. Approve monthly treasurers report of Accounting Service
- Presents the Profit and Loss and Balance Sheet at the AGM for approval
- Attends all National Board Meetings

## **MEMBERSHIP**

Elected by the Membership and Appointed by the Board:

- Reviews and approves/declines applications for membership. Writes official letter to membership, co-ordinates with Membership
- Administrator
- Liaison with Chapters regarding membership
- Attend all National Board Meetings

## **MEMBERS AT LARGE**

Elected by the Membership and Appointed by the Board:

- AGM REP: Co-ordinates AGM meeting and relevant mailings/proxies through Assoc.& Admin.
- DIRECTORY: Responsible for annual directory publishing and distribution through Directory Admin.
- Attend all National Board Meetings