



REGIONAL SECRETARY - TREASURER

NOMINATION FORM

OVERVIEW OF POSITION

As the Regional Secretary-Treasurer for one of the six regions of OACETT (see the list below) you would be responsible for preparing agendas and taking minutes at Regional meetings, reviewing financial statements at year-end, and chairing meetings of the Regional Council in the absence of the Professional Affairs and Services Board (PASB) Councillor.

- **Central Region** comprised of chapters: Durham, Georgian Bay, York
- **Eastern Region** comprised of chapters: Cornwall, Kingston, Lanark/Leeds/Grenville, Ottawa, Peterborough, Quinte, Renfrew County
- **Horseshoe Region** comprised of chapters: Hamilton, Niagara, Peel
- **Northern Region** comprised of chapters: Near North, Sault Ste. Marie, Sudbury, Thunder Bay, Timiskaming, Timmins
- **Toronto Region** comprised of chapters: Toronto Central, Toronto East, Toronto West
- **Western Region** comprised of chapters: Chatham-Kent, Grand Valley, Grey-Bruce, Lambton, London, Windsor-Essex

The activities of each region are managed by the Regional Council consisting of:

- PASB Councillor;
- Institute of Engineering Technology of Ontario (IETO) Councillor;
- Regional Secretary-Treasurer; and
- Two certified members from each Chapter executive.

BOARD DESCRIPTIONS

The **PASB** is responsible for promoting the professional recognition and engagement of the membership and public through the delivery of services such as: marketing and communications, CPD offerings, outreach to colleges, companies and governments, recruitment of new members, management of the chapters and regions, affinity partner programs, OACETT events (such as Provincial Honours and Awards Gala), job placement services through the CTEN website, etc..

IETO is the certifying arm of OACETT that manages the registration process and all functions dealing with professional qualifications, certification, admissions, discipline, standards, examinations, program evaluation, education, education delivery, training and similar functions.

TIME COMMITMENT

- The position is a one-term (two years) commitment which includes attendance and participation at:
 - Two regional meetings per year, held virtually or in-person;
 - Chapter meetings and events in your region, held virtually or in-person.

QUALIFICATIONS

As a Regional Secretary-Treasurer, you are expected to:

- Be a certified member in good standing who has an address within the region.
- Have knowledge of:
 - OACETT Act;
 - By-Law 19;
 - OACETT's Strategic Plan;
 - PASB Policy Manual;
 - Chapter Operations Manual;
 - Meeting rules and procedures: Call to Order, Robert's Rules of Order.
- A good communicator with basic accounting skills.
- Be passionate about helping to grow YOUR Association!

COMPENSATION

OACETT will cover all expenses related to duties, including travel, accommodation, and meals for OACETT meetings and events.

HOW TO APPLY

- Complete and submit this form, which includes two references from certified members in good standing in your **region**, by **midnight on January 14, 2021**.
 - Form can be emailed to the attention of Caroline Boone at cboone@oacett.org; or
 - Form can be mailed to the attention of the Nominating Committee, Ontario Association of Certified Engineering Technicians and Technologists, 10 Four Seasons Place, Suite 404, Etobicoke, Ontario, M9B 6H7.

NOMINATION FORM

In accordance with By-law 19, OACETT's Council has appointed a Nominating Committee that is responsible for ensuring that at least one well-qualified nominee is put forward for election to each available office. Therefore, the Nominating Committee invites nominations from Certified Members for the positions listed. All elected positions shall serve a two-year term. It is the responsibility of all candidates wishing to run for office to submit to the Nominating Committee the appropriate number of nominations as noted in Section 3.4 of By-law 19. Furthermore, candidates must consult By-law 19 to clarify for themselves the specific duties and functions of the office of interest. A copy of the By-law can be found on the OACETT website at www.oacett.org. Candidates will also be required to submit online biographical material, a photo and to answer questions posed by the Nominating Committee by January 31, 2021. The Nominating Committee will enforce the policies, procedures and timelines for nominations and the election to ensure equity to all nominees. This form (or copy) is to be used for submitting nominations and must be received by the Nominating Committee prior to midnight on January 14, 2021.

We the undersigned affirm that we are Certified Members in good standing of the Ontario Association of Certified Engineering Technicians and Technologists, and that we do hereby nominate:

Full name of nominee: _____

OACETT Membership Number: _____

also a Certified Member in good standing, who is eligible in accordance with the OACETT Act and the current By-law, and who resides at:

Address of Nominee: _____

Email of Nominee: _____

Office of (position): _____

The term of office will commence on the date of the Association's next annual general meeting. We confirm that the nominee has consented to this nomination and hereby verifies their willingness to stand for this office.

Signature of Nominee: _____ Date: _____

Nominating Member #1 - *must be a certified member in your region*

Name of Nominating Member: _____

OACETT Membership Number: _____

Address of Nominating Member: _____

Email of Nominating Member: _____

Signature of Nominating Member: _____

Nominating Member #2 - *must be a certified member in your region*

Name of Nominating Member: _____

OACETT Membership Number: _____

Address of Nominating Member: _____

Email of Nominating Member: _____

Signature of Nominating Member: _____