

Canadian Association of Career Educators and Employers (CACEE) National Board of Directors Nominations and Elections Guide

Being a member of the CACEE National Board of Directors is a wonderful and meaningful way of giving back to the association.

Service on the board identifies directors as a leader in the post-secondary to career transition space and provides an opportunity to shape both the present and the future for the CACEE community.

The following provides additional insight into what is involved in being a member of the CACEE National Board of Directors, characteristics of a great board member, and the nominations and elections process.

What is a member of the CACEE National Board of Directors responsible for?

Board members ensure that the association is governed in a way that represents the expectations, best interests, and needs of its members. They:

- are eligible to be a Career Educator, Employer, or Affiliate member of CACEE and commit to ensuring their membership is up-to-date and in good standing for the duration of their term.
- commit to serve for a 2-year term; the President Elect commits to a 3-year progressive term with 1-year being served as President Elect, President, and Past-President respectively.
- prepare for and attend regular, emergency, and special meetings (e.g. Strategic Planning, Annual General Meeting (AGM)) of the CACEE National Board of Directors and the association. The CACEE National Board of Directors currently hosts its regular meeting each month.
- are a champion for CACEE by promoting the value of membership and CACEE programming within their organization, the CACEE community, and broader post-secondary to career space.
- assume responsibility and accountability for at least one portfolio. You can learn more about each portfolio and its associated responsibilities [here](#).

- make informed decisions that are in the best interest of the association and its membership, fiscally prudent, and compliant with regulatory and legal requirements (e.g. CRA, Corporations Canada).
- can volunteer at least 6 – 8 hours per month on behalf of CACEE

What makes for a great board member?

CACEE needs professionals with diverse thoughts, perspectives, geographies, identities, expertise, skills, and experiences to ensure the National Board is truly representative of the community which it serves.

Some common characteristics of individuals and what makes for a great overall experience serving on the CACEE National Board of Directors include:

- respect for everyone, an inclusive approach, and a willingness to adhere to the [CACEE Code of Conduct](#)
- curiosity, resourcefulness, and proven capacity to take initiative
- a commitment to making programming, initiatives, and the association the best they can be
- strong communication, critical thinking, problem solving and interpersonal skills
- a professional philosophy rooted in evidence-based practice, a spirit of collaboration, and a deep understanding of the trends and issues influencing the post-secondary to career transition
- comfort with digital technology and communications (e.g. Zoom, social media platforms, Google Drive)
- a passion for CACEE, its offerings, and its members

What is the process for nomination to the CACEE National Board of Directors?

Each January, there is a **Call for Nominations** for the CACEE National Board of Directors.

You **can nominate yourself or someone else you think would be a great candidate** for the CACEE National Board of Directors by completing the [nomination form](#).

You will want to have the following on-hand to complete this part of the process **by the deadline - February 29th, 2024 at 3:00 pm Eastern**.

- Name, job title, organization, and e-mail address of the nominee

- The role for which the nominee would like to be considered (e.g. Director Educator/Employer/Affiliate, Treasurer, or President Elect)
- A brief overview of the nominee's involvement with CACEE, reasons why you/they want to serve on the CACEE National Board, and a professional biography (150 – 300 words) outlining your/their knowledge, skills, and expertise

What happens after I have submitted my nomination and Call for Nominations is closed?

If there are any questions about your nomination or additional details are required, a member of the Elections committee will reach out.

In the event an election and vote from the membership is required to determine the incoming CACEE National Board of Directors, **it will take place in early March.**

The process will conclude with a full slate of the 2024-25 CACEE National Board of Directors **being presented to the association membership** later in March.

What if I have questions or I would like to talk to someone about the National Board of Directors before I submit my nomination?

Questions are natural and encouraged.

Please feel free to reach out to CACEE Executive Director, Trevor Buttrum, directly at trevor.buttrum@cacee.com.

Trevor will also put you in touch with members of the Elections Committee or representatives from the CACEE National Board of Directors to help you answer all your questions.