# PEMAC Board of Director Election 2023

Elections for the PEMAC Board of Directors for the 2023-2024 operating year will be held by eVote beginning October18th and ending November 1st, 2023. The new directors will be notified at the close of the voting and will take office at the close of the AGM which will be held on Wednesday November 29th, 2023.

# Nominations

The nominations process is designed to identify, encourage and enlist the active participation of dedicated professionals in the service of the PEMAC Asset Management Association of Canada at a leadership level. Individuals apply for nomination. The nominating committee carries out an evaluation and puts forward a slate of nominees to the members for voting in the election.

The deadline for submission of this form is November 1st.

If you have questions about this form or the process, please contact the returning officer for the election, Cindy Snedden, at executive.director@pemac.org or (250) 826-6491.

## Fulfillment:

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| STEP 1: This document is provided for you to draft your answers to the questions on the online application form. See STEP 3.STEP 2: Log in to complete the Conflict of Interest “Proactive Disclosure” form (link is at the bottom of this document).STEP 3: Go to the online submission form: [ONLINE SUBMISSION FORM](https://www.pemac.org/nominations-questionaire-2023). Copy and paste your answers from this word document into the form.Deadline for submissions is November 1st, 2023 |

# Responsibilities of the Board of Directors

All our board and committee members are volunteers. Without their support and their continued contribution of time and energy we couldn't continue serving and representing our members and the profession of maintenance, reliability and asset management practitioners and professionals in Canada.

## Primary Function:

The primary function of the Board is to advance excellence in maintenance, reliability, and asset management as a profession in Canada. PEMAC provides leadership in the exchange of ideas and information and the advancement of education, certification, and ethical practices.

## General Function:

Led by the PEMAC President and in consultation with the executive committee, the board is responsible for all association activities. The board formulates and carries out action plans and goals to achieve the agreed upon priority activities of PEMAC.

## Minimum Qualifications for Nominees:

* Is a PEMAC member in good standing and has contributed to the association in a volunteer role
* Has gained at least 10 years' experience in at least one of the Maintenance, Reliability or Asset Management subject domains (ideally an understanding of and experience in all three)
* Has demonstrated leadership ability
* Understands and supports the development of policies and programs of PEMAC
* Actively assists in resolving problems, meeting needs, or answering concerns facing any board member or committee
* Continually recruits, informs, and helps retain volunteers to support the goals of the growth of PEMAC
* Is eligible to be included on our “Directors and Officers” insurance policy
* Is a Canadian citizen or permanent resident who resides in Canada

Though subject to change by agreement of the Board, there is a commitment of monthly online meetings on the third Wednesday of the month. In addition, there are the equivalent of 2 full-day face to face meetings each year.

## Legal responsibilities of board members:

Board members have a legal responsibility to the association. The following guidelines are recommended for non-profit organizations to reduce liability. To meet their obligations, directors:

* Attend board meetings regularly
* Become familiar with the PEMAC goals, objectives, and programs
* Make sure the association keeps a written, permanent record of all board minutes
* Be certain to fulfill all aspects of non-profit and tax-exempt status
* Exercise general supervision over PEMAC affairs
* Know the budget, budget process and financial health of the association
* Insist on meaningful board meetings with full disclosure of operating results
* Require the association to engage competent legal counsel, when necessary
* Require committees to report at board meetings when appropriate
* Know the other directors and officers of the association
* Adopt and follow sound business policies and practices
* Disclose and discuss potential and actual conflicts of interest
* Monitor the community and professional image of the association
* Assure that PEMAC maintains good credit and financial standing
* Review the organization’s insurance program
* Pursue warning signs and act accordingly by asking questions
* Question policies and practices that aren’t understood or cause concern
* Read, review, and approve board meeting minutes

# Questionnaire

## Please answer the following questions:

Note that the nominations committee will be reviewing answers in relation to the characteristics of a ‘qualified Applicant’ listed above. You may want to review the current [strategic plan](https://www.pemac.org/members/strategic-plan) as you consider your answers.

1. Why do you wish to serve on the board?
2. Briefly summarize your maintenance, reliability and asset management subject background and attach your CV. Your LinkedIn profile can suffice if you use it for similar information that is contained in a CV.
3. To demonstrate that you “understand and support the development of policies and programs of PEMAC” please list your prior roles and specific contributions to PEMAC or like-minded organizations to date.
4. List your leadership and management experience in either work environment or in volunteer roles.
5. What are the top three strengths and/or skills that you would bring to the board if elected? Describe how they could benefit the organization.
6. Board members are active in promoting the Association. Do you have relevant prior experience in marketing, sales, promotion of non-profit initiatives or ideas about how PEMAC could be brought to the attention of a wider audience?
7. Board members are active in engaging and encouraging volunteer contributions. Do you have relevant prior experience in volunteer engagement or ideas about how PEMAC could engage more members in its endeavors?

The URL for your LinkedIn Profile is required: \_\_\_\_\_\_\_\_\_\_

Continued below

Questions 9-11, below, pertain to our Director’s Liability insurance. Note: A answer of “Yes” to any of these questions will result in follow up from the nominations committee. Please submit your application as early as possible to allow for the committee to resolve whether the conditions are disqualifying.

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| 9. Have you been involved in: |
|  | - insolvency or bankruptcy proceedings?  | \_\_\_Yes / No \_\_\_ |
|  | - criminal actions?  | \_\_\_Yes / No \_\_\_ |
|  | - representative actions, class actions or derivative suits?  | \_\_\_Yes / No \_\_\_ |
|  | - claims under Directors and Officers liability insurance coverage, Fiduciary liability insurance coverage or Employment Practice liability coverage or given notice of a potential claim to the insurer?  | \_\_\_Yes / No \_\_\_ |
| 10. Is any type of insurance claim pending against you?  | \_\_\_Yes / No \_\_\_ |
| 11. Are you aware of any facts or circumstances likely to give rise to a claim against you? | \_\_\_Yes / No \_\_\_ |

# Conflict of Interest Policy

\_\_\_\_\_\_ I have completed the PEMAC Conflict of Interest Disclosure form which is available here. You must log in with your membership credentials to access.

[*https://www.pemac.org/proactive-disclosure-form*](https://www.pemac.org/proactive-disclosure-form)

*Thank you for your interest in advancing the vision and mission of PEMAC.*