

CALL FOR NOMINATIONS BOARD OF DIRECTORS

January 13, 2012

Dear Fellow CAPO Member:

This is to inform you that the *Canadian Association of Psychosocial Oncology* is issuing a Call for Nominations for election to the Board of Directors. Positions are available for the discipline groups listed on the attached instruction sheet.

The attached material outlines the steps to follow to nominate a CAPO member to stand for election to the Board. You must comply with the instructions to ensure that the names you submit are accepted for nomination.

An effective and progressive association depends on a strong and committed Board. Your willingness to submit a nominee is very important to your Association. Please give this your attention and priority.

Attached you will find the following nomination material:

- a) A list of members eligible to stand for election (on the CAPO website)
- b) Nomination instructions
- c) Nomination form
- d) Biography sheets to be completed by your nominee(s)

Please read the enclosed instructions carefully. Note, nominations **MUST** be received by the Nominating Committee Chairperson no later than **February 29, 2012**. The election will be held electronically immediately subsequent to the close of the nomination procedure.

Candidates for board positions should be aware that as an elected board member, there will be an obligation to attend monthly board conference calls and participate in 1 – 2 face to face meetings per year. The next face to face meeting will be held on April 24^h in Vancouver preceding the 2012 CAPO conference.

Yours sincerely,

Dr. Joan Bottorff
Chairperson, Nominating Committee,
Vice-President, CAPO
Phone: (250) 807-8627

NOMINATION CRITERIA AND INSTRUCTIONS

CRITERIA

1. The spirit and intent of the *Canadian Association of Psychosocial Oncology* is to have the Board represent certain professional groups, and for the Board to have a national/regional character. In thinking about qualified people for nomination, please give some consideration to what area/region of the country they would represent.
2. You are entitled to nominate any member (in good standing) whose name appears on the web list of members
3. Membership on the Board requires attendance at one meeting per year (minimum) and several Tele-conferences. The face-to-face meeting is held just prior to the Annual Conference. In addition, Board members are expected to Chair or assist with the Standing Committees of the Board or to stand for election to the Executive. The Executive is composed of President, Vice-President, Secretary, and Treasurer. The amount of work varies, but is not excessive. Those you nominate must be willing to participate actively! Board membership becomes official only after the slate of directors is presented and approved at the Annual General Meeting of CAPO members.
4. You must be a full member in good standing of the Association in order to nominate and for your nomination(s) to be accepted. If you are uncertain of your standing in the Association, please consult the list of members on the CAPO website. If your name appears, you are a full member in good standing.

The Board of Directors shall consist of no less than eight (8) members and no more than fourteen (14) persons, consisting of no less than one (1), and no more than three (3), representatives of the following disciplines of social work, psychology, medicine, nursing, pastoral/spiritual care and rehabilitative services.

We have an opening for two (2) positions to be filled in this year's election for the **2012-2014** term. Two current directors are seeking re-election, and if re-elected, two (2) additional new positions are required to complete the slate. The board endeavours to ensure that a balance of disciplines are filled to meet the current needs of the organization.

Members can be elected from the following fields:

- **Medicine** – the board already has representation from Medicine (Dr Steve Simpson). Nominations for Medicine are not necessary, but will be accepted.
- **Rehabilitation Services** – the board already has representation from Rehabilitation Services (Dr. Philip Doyle). Nominations for Rehabilitation Services are not necessary, but will be accepted.
- **Spiritual/pastoral care** – the board already has representation from Spiritual/pastoral care (Dr. Shane Sinclair). Nominations for Spiritual/pastoral Care are not necessary, but will be accepted.
- **Nursing** – the board already has representation from Nursing (Dr. Deborah McLeod & Dr. Joan Bottorff & Dr. Doris Howell).
- **Social Work** – the board already has representation from Social work (Gina MacKenzie & Carole Mayer). Carole Mayer is standing for re-election for a second term. **Nominations for one additional Social Work representative are being sought.**
- **Psychology**– the board already has representation from Psychology (Dr. Tom Hack & Dr. Marc Hamel & Dr. Josee Savard).

INSTRUCTIONS

1. Make a list of those people you would like to nominate.
2. Contact each individual PERSONALLY to confirm their willingness to let their name stand for election.

Explain clearly to your nominee what discipline/profession (e.g. Medicine, Social Work etc.) you are asking them to represent. Some people may be eligible for more than one category and it is important they know which group they will represent, if elected.

Be sure to tell them that if elected, they will serve a two-year term running from **spring 2012 through spring 2014**.

Explain to your nominees that in agreeing to let their name stand, they are expected to attend Board Meetings (at least one per year face-to-face and monthly conference calls), and actively participate on the Board.

You should also explain to them that although CAPO will pay travel and accommodation costs to bring board members to board meetings, as a charitable organization we strive to save money wherever possible. Therefore, we ask board members to solicit their home institutions to pay for board meeting expenses, or otherwise use research monies to do so. To reduce board travel costs, we hold our annual board meeting on the day prior to the annual CAPO conference.

3. If they are willing to allow their name stand then:
 - (a) Tell them you will send them a copy of the CAPO Election Nominee Biography Sheet, which they must complete and return to the Chair of the Nominating Committee. These sheets must be received by February 29, 2012. The completed sheets will be sent out with the election materials.
 - (b) Enter their name, the discipline/professional group they are being nominated to represent, their current address and phone number on the enclosed CAPO Nomination form.
 - (c) Immediately send them a copy of the enclosed Biography Sheet for completion.
4. When you have contacted all the people on your list of nominees, SIGN and DATE the Nomination Form and return it to the Chair of the Nominating Committee. The Nomination Form MUST be received by February 29, 2012. Forms that are not completed properly or are postmarked later than the deadline will not be accepted! No exceptions will be made. Please be careful to complete it properly and return it before the deadline.
5. You are free to nominate as many people as you wish. If you require additional Nomination Forms or Biography Sheets then please make as many copies as you require.

OFFICIAL NOMINATION FORM

I _____ of _____
(Print name) (Print city/province)

Nominate the following individual(s) for the Board of Directors of the Canadian Association of Psychosocial Oncology.

1. NAME OF NOMINEE _____

DISCIPLINE _____

MAILING ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

E-MAIL ADDRESS _____

2. NAME OF NOMINEE _____

DISCIPLINE _____

MAILING ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

E-MAIL ADDRESS _____

I have personally contacted each of the above nominee(s) and they have agreed to let their names stand for election.

Signature Date Phone Number

THIS FORM MUST BE POSTMARKED OR FAXED NO LATER THAN February 29, 2012.

Return to:

Dr. Joan Bottorff
Chairperson, Nominating Committee
Vice-President, CAPO
c/o CAPO Office at:
Fax: (416) 968-6818
capo@funnel.ca

BIOGRAPHY INSTRUCTIONS SHEET

1. Please complete the attached Nominee Biography Sheet and return it to the Chair of the Nominating Committee by February 29, 2012.
2. Biography Sheets received will be photocopied and included with the election materials to be sent to all members of your professional group qualified to vote in the elections.
3. Limit your biographical information to the space provided on the attached form.
4. Please type your information on the Biography Sheet. Use **ONLY** the official **Nominee Biography Sheet**. No substitutes will be accepted.
5. There are no official guidelines or requirements for the completion of the Sheet. The following is suggested as the minimum information. Headings would be appreciated.
 - a. Education/degree(s)
 - b. Employment history and current position
 - c. Specific experience in oncology
 - d. Contribution(s) you would like to make to CAPO
 - e. Statement about your vision for CAPO
6. This form MUST be e-mailed or faxed no later than midnight, February 29, 2012.
7. Return the completed Nominee Biography Sheet to:

Dr. Joan Bottorff
Chairperson, Nominating Committee
Vice-President, CAPO
c/o CAPO Office at:
Fax: (416) 968-6818
capo@funnel.ca

NOMINEE BIOGRAPHY SHEET

Nominee's Name _____

Representing _____

City/Province _____