

Board of Directors Nomination and Election Process 2024

Manitoba Association for Career Development (MACD)

The MACD organization is seeking candidates from its membership to serve as volunteer leaders to contribute to the operation of the Association on its Board of Directors. If you know a MACD member who wants to make a difference as a committee member, or if you are interested in serving yourself, please review the following information.

The Candidate Application and Consent Form must be submitted to **MACD Nominations Ad Hoc Committee** at admin@macd-md.org with the subject line: "MACD Nomination – Board of Directors", no later than **Thursday, May 30, 2024 at 5:30 pm**.

The positions' responsibilities are listed below. All the following positions are open:

[Chair](#)
[Vice-Chair](#)
[Secretary](#)
[Treasurer](#)
[Members-at-Large](#)

The nomination and election process

- Step 1:** Nominating parties will complete the Candidate Application Form. If the candidate is applying for more than one position, a Candidate Application Form must be completed for each position.
- Step 2:** Nominating parties will submit the completed Candidate Application and Form to admin@macd-mb.org no later than **Thursday, May 30, 2024 at 5:30 pm**.
- Step 3:** The Nominations Ad Hoc Committee will compile candidate biographies and send them to membership no later than **Friday, May 31, 2024** including the instructions on how to vote.
- Step 4:** Members will vote using an electronic poll on any compatible device starting **Friday, May 31, 2024** until the MACD Annual General Meeting at the Manitoba Museum, **Thursday, June 6, 2024 at 6:00 pm**. There will also be a computer available at the MACD AGM for voting.
- Step 5:** The new Board of Directors will be announced at MACD AGM, **Thursday, June 6, 2024**.

Questions

For more information, contact MACD Nominations Ad Hoc Committee at admin@macd-mb.org.



Appendix

Duties of the Executive Committee (Officers) and Members-at-Large

Chair

- The Chair shall be responsible for the general management and supervision of the affairs and operations of the organization consistent with decisions and policies developed by the Executive Committee or the Board of Directors.
- The Chair shall preside at all general meetings of the members, Board and Executive Committee and is an ex-officio of all the sub-committees unless this duty is delegated to the Vice-Chair.
- The Chair shall act as one of the organization's signing officers.
- The Chair shall be responsible for calling the required meetings of the organization including the necessary arrangements for the Annual General meeting or any special general meeting.

[Back to page 1](#)

Vice-Chair

- The Vice-Chair shall be responsible for acting in the Chair's role in their absence and other duties as assigned.

[Back to page 1](#)

Treasurer

- The Treasurer shall keep up-to-date financial records of the organization providing regular reports at all Executive, Board, General or Annual meetings of the organization.
- The Treasurer shall issue official receipts for any donations or funds received by the organization.
- The Treasurer shall perform the banking for the organization.
- The Treasurer shall act as one of the organization's signing officers.
- The Treasurer shall develop the organization's annual budget in conjunction with the Executive Committee and any staff to coincide with deadlines required.
- The Treasurer shall bring to the immediate attention of the Executive Committee and/or Board of Directors any indication of budget shortfalls or any financial irregularities contrary to accepted accounting principles or activities that are contrary to policies established by the Board.
- The Treasurer shall ensure that all invoices are paid following appropriate authorization from the Executive Committee or Board of Directors.

[Back to page 1](#)

Secretary

- The Secretary shall attend all meetings and take appropriate minutes unless otherwise delegated.
- The Secretary shall keep up-to-date minutes, including a list of all current members and their contact information (email, mailing address, phone number) in collaboration with the Membership and Communications Committees.
- The Secretary shall ensure that all correspondence to the membership is properly responded to.
- The Secretary may act as one of the organization's signing officers.
- The Secretary shall ensure that minutes, reports, and notices of meetings are distributed to the appropriate members at the appropriate times.

[Back to page 1](#)

Member-at-Large

- The Members-at-Large shall assist Executive Officers when carrying out their duties when needed and help with the operation of the Association as needed.
- Members-at-Large are voting members of the Board of Directors

[Back to page 1](#)

**Executive Committee & Member-at-Large
Application and Consent Form**

Manitoba Association for Career Development (MACD)

Please complete this form and submit to MACD Nominations Ad Hoc Committee no later than Thursday, May 30, 2024 at 5:30 pm.

Please review the MACD Board Nomination and Election Process 2024 document before completing and submitting this form to MACD Nominations Ad Hoc Committee.

Select which position this application is for:

Chair Vice-Chair Secretary Treasurer Member-at-Large

Nominee

Name: _____

Phone: _____ Email: _____

Candidate Biography:

(maximum 200 words)

Consent

I hereby consent to being a nominee for the above noted position of the MACD organization. I have read the **Executive Committee Nomination and Election Process 2024** document and am willing to fulfill the requirements and adhere to said policies should I be selected and voted in by the MACD membership.

Signature of Candidate

Or See attached email from candidate for consent

Nomination made by Self Colleague (complete information below)

Name: _____

Phone: _____ Email: _____

Please return this form with a good headshot for the website to:

MACD Nominations Ad Hoc Committee Email: admin@macd-mb.org

Please indicate the following in the subject line:

- MACD Nomination – Please specific: Executive Committee or Member-at-Large

Deadline for nominations: Thursday, May 30, 2024 no later than 5:30 pm