

# Board of Directors Nomination



This form is to be used when nominating another person for the Board of Directors. Thank you for acknowledging the talents of your colleague to serve on the Board of Directors of Manitoba Association for Career Development (MACD).

## About Us

MACD is the provincial voice and champion for Career Development Professionals (CDPs) across Manitoba. We are dedicated to strengthening the practice, impact, and recognition of our field—while advancing meaningful, lifelong career development for all Manitobans.

MACD is more than an association—it's a network of passionate professionals shaping the future of career development in Manitoba. The opportunity to contribute, lead, and help define what comes next has never been stronger.

## What the Board members will do:

- Participate in quarterly board meetings and contribute to strategic planning.
- Chair or participate in a working group to achieve the board outcomes.
- Provide guidance and oversight to the organization's programs and initiatives.
- Respond to emails connected to Board activities in a timely fashion.
- Collaborate with other board members and staff to achieve organizational goals.

**It is expected that board members will spend an average of five (5) hours per month on board activities, with variability each month depending on Association activities.**

- **Executive members will attend monthly meetings, approximately 2 hours in length.**
- **Non-Executive members will attend quarterly meetings and regularly scheduled committee meetings.**

## Nomination process:

This form is to be used when nominating another person for election to the Board of Directors for the Manitoba Association for Career Development. Please complete the first portion of the form; then send to the Nominee to complete the second portion. This step is important to ensure that the Nominee is aware of the commitment and requirements of being elected to the Board of Directors.

Applicants from disability communities, mental health communities, Indigenous Peoples, LGBTQIA2S+ communities, racialized and marginalized communities, newcomers, and people with intersecting lived experiences are warmly welcomed.

Nominations must be submitted by: May 29, 2026 @ 5PM.

# Nomination Form

I \_\_\_\_\_ nominate the following person for the Board of Directors for Manitoba Association for Career Development (MACD)

## Nominee Information

Full Name:

Email Address:

Phone Number:

City/Town:

Current Employer/Organization:

Current Role/Title:

## 1. Board Position

Please specify the position for which you are nominating the Nominee. (One nomination per form):

Chair

Vice-Chair

Secretary

Treasurer

Director (12)

## 2. Skills, Experience & Areas of Contribution

Please indicate the areas of experience, training, or interest you believe the Nominee will contribute to the Board of Directors (check all that apply):

Board governance

Non-profit leadership

Strategic planning

Financial oversight / budgeting

Policy development

Professional certification standards

Equity, diversity & inclusion

Advocacy / sector relations

Fundraising / sponsorship  
Marketing / communications  
Event planning / conference coordination  
Human resources  
Risk management  
Other (please be specific):

Signature of Nominator: \_\_\_\_\_

Date: \_\_\_\_\_

**Please have the Nominee complete the form below**



Please include a brief biography and headshot for the election ballot. (These will also be used on the website if the Nominee is successfully elected.)

**Submit form and documents to Nomination Committee Chair:** [kateswallowyee@gmail.com](mailto:kateswallowyee@gmail.com)

**Subject line:** Nomination for MACD Board 2026

**To be completed by the Nominee**

1. I can commit the required time and energy to serve effectively.

Yes

No

2. Term Preference (1-year term only for 2026 Election to support effective succession planning and alternating Director terms):

1-year term (2026 Election only)

2-year term

3. **Statement of Interest (250–500 words)**

Please describe your interest in seeking election to the MACD Board (consider both your contributions and what you would like to gain from the experience):

4. **MACD Membership Status:**

Member in good standing

Pending renewal

5. **Declaration**

By submitting this nomination form, I confirm that:

- The information provided is accurate and complete.
- I understand the responsibilities and fiduciary duties of a Director of MACD.
- If elected, I agree to uphold MACD’s bylaws, policies, governance framework, and Code of Conduct.
- I am prepared to actively contribute to advancing the profession of career development in Manitoba.

Signature of Nominee: \_\_\_\_\_

Date: \_\_\_\_\_