



## Memo

To: Active Members of CSHP, Newfoundland and Labrador Branch

From: Heather Slaney, Chairperson of Nominating Committee

Date: March 15, 2024

Re: Call for Nominations for President Elect

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Nominations are now being accepted for the position of President Elect (2024-2028 presidential office) for our Branch. The deadline for nominations is **April 15, 2024**. In the event that more than one nomination is received, an election will be conducted. Office will begin immediately following the Annual General Meeting in May 2024.

For your information, a description of the President Elect position is enclosed. All members are encouraged to become involved by nominating or actively encouraging members to seek the position.

Two forms are enclosed: Nomination for Election and Statement of Consent to Serve. The Nomination for Election form must be signed by two active members of the NL Branch, and the nominee must sign the Statement of Consent to Serve form.

**The signed Statement of Consent to Serve form MUST accompany each nomination.**  
Please send completed nomination and consent forms to:

Heather Slaney  
Chairperson, Nominating Committee  
[hslaney@warp.nfld.net](mailto:hslaney@warp.nfld.net)



### President-Elect

The Presidency is an elected four-year term, progressing through the President-Elect, President and Past-President positions.

The President-Elect position is in the first year of the Presidency term. It is a mentoring year that provides opportunity to sit on Council and learn about the issues and initiatives of CSHP-NL Branch in preparation for the President position.

The President-Elect:

- Assists the President in performing his/her duties and acts as the chief elected officer of the Branch in the absence of the President.
- Prepares for Presidency for the following year and becomes familiar with past activities, accomplishments and policies of the Branch.
- Is a member of the Nominating Committee.
- Liaises with Committee Chairpersons as appointed by the President.
- Learns parliamentary procedure.
- Performs other duties as assigned by the President or Branch Council.

### President

The President position is in the second and third years of the Presidency term.

The President:

- Is the chief elected officer of the Branch
- Maintains knowledge of the CSHP bylaws, parliamentary procedure and Branch policies and procedures.
- Enforces all bylaws and regulations relating to the administration of the Newfoundland and Labrador Branch and administers the operations of the Branch, assigns responsibilities and coordinates activities.
- Presides at all General, Annual and Branch Council Meetings of the Newfoundland and Labrador Branch. In the event the president is unable to preside over a meeting, the president-elect or past president will be assigned to do so in their absence.
- Calls all regular Branch Council meetings and additional meetings as required and ensures that goals, objectives and overall aims of the Branch are established annually.
- Serves notice of all meetings of the Branch or Branch Council.
- Prepares a President's Report for the General Meetings.
- Appoints the Chairpersons of all standing committees of the Branch and ensures their terms of reference are updated annually.



- Appoints the Chairperson of all special committees of the Branch that are deemed necessary.
- Is an ex-officio member of all committees of the Branch.
- Represents the Newfoundland and Labrador Branch by virtue of his/her office, on all occasions when asked to do so. Acts as spokesperson for the Branch to the press, the public, provincial legislative bodies and related organizations or may appoint a NL Branch member as a representative to act as spokesperson.
- In conjunction with the Treasurer, prepares and submits sponsorship requests on behalf of the Branch and sends thank you letters to Branch sponsors.
- Provides orientation to the President-Elect, communicating duties and responsibilities.
- Performs other duties as required by the Branch.

### 2.4.3 Past-President

The Past-President position is in the fourth year of the Presidency term.

The Past-President:

- In the absence of the President and President-Elect, acts as the chief elected officer of the Branch and performs the duties of the President.
- Is a member of the Nominating Committee (unless the individual is running for election to another position).
- Liaises with Committee Chairpersons as appointed by the President.
- Reviews the Branch Manual and branch calendar of tasks/events in March of the year served as past-president, and revises as necessary.
- Performs other duties as assigned by the President or Branch Council.



## NOMINATION FOR ELECTION

**I wish to nominate** \_\_\_\_\_ **for election to  
the**

*(Name of Nominee)*

**Executive Office of** \_\_\_\_\_.

*(Name of Position)*

Accompanying this nomination is the **STATEMENT OF CONSENT** signed by the person nominated.

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

Nominated by: \_\_\_\_\_  
*(Signature of Active Member)*

Nominated by: \_\_\_\_\_  
*(Signature of Active Member)*

Please return completed **Nomination for Election and Statement of Consent to Serve** forms to the Chairperson of the Nominations Committee:

Heather Slaney  
Chairperson, Nominating Committee  
[hslaney@warp.nfld.net](mailto:hslaney@warp.nfld.net)



## STATEMENT OF CONSENT TO SERVE

This is to certify that I, \_\_\_\_\_, an active member  
of the

Newfoundland and Labrador Branch of CSHP, hereby consent to allow my name  
to stand

in nomination for election in the Executive Office of:

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(Name of Position)

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

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

**This Statement of Consent to Serve form must accompany the Nomination  
for Election form when it is submitted to the Chairperson of the Nomination  
Committee.**