



## 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 Secretary

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Nominations are now being accepted for the position of Secretary (2024-2026) 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 Secretary 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)



### Description of Position - Secretary

The Secretary is an elected position with the CSHP-NL Branch for a two year term (maximum 3 consecutive terms).

The Secretary:

- Serves as custodian of all official documents of the Branch, including Branch correspondence
- Maintains electronic branch documents in Dropbox
- Assists the President in the preparation of agendas for meetings.
- Records attendance for all Branch meetings.
- Records full and accurate minutes of all meetings of the Branch.
- Obtains reports from relevant Branch Council members and committee chairs prior to the Annual General Meeting and distributes to the membership.
- Obtains reports from the President, Treasurer, Advocacy Representative, and Delegate prior to the Semi-Annual Meeting and distributes to the membership.
- Distributes the minutes of General meetings to Branch members no later than 1 month following the meeting.
- Forwards a copy of all General meeting minutes to the CSHP National office upon request of the Board.
- Maintains the Branch email contact list for Branch communications.
- Maintains membership of the branch Dropbox.
- Serves as the custodian for all Branch email communications.
- Is a member of the Communications Committee.
- Liaises with Committee Chairpersons, as appointed by the President.
- Maintains knowledge of parliamentary procedure.
- At the beginning of term of office, overlaps with outgoing Secretary by 4-6 weeks
- At the end of term of office, provides orientation to the incoming Secretary by communicating duties and responsibilities, overlapping by 1 branch council meeting, and providing informal mentorship for up to 6 months after the completion of term as needed.
- 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.**