



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 National Delegate

Nominations are now being accepted for the position of Delegate (2024-2027) 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 Delegate 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



Description of position - Branch Delegate

The Branch Delegate is an elected position with the CSHP-NL Branch for a three year term (maximum 2 consecutive terms). The Delegate acts as the Newfoundland and Labrador Branch representative to the CSHP National Board.

The Delegate:

- Fulfills all requirements of Branch Delegate as listed in the CSHP Bylaws.
- While representing Branch issues and views, makes decisions that are in the best interest of CSHP as a whole.
- Presents at all CSHP National Board meetings held during the CSHP Annual General Meeting, midterm board meetings, and at all other special sessions of the Board. If delegate is unable to attend board meetings, another council member may attend in their place.
- Carries out all duties and responsibilities assigned by the Board.
- Submits complete and detailed reports for the Board and Branch Council meetings.
- Stays up-to-date and informed about all issues under discussion by the Board.
- Represents CSHP at various meetings and functions as requested by the Branch President.
- Signs written agreements, contracts and other documents on behalf of the Branch.
- Reports to the CSHP Board any recommendations of the Branch.
- Reports accurately and fully to the Branch business transacted by the Board as well as policies and discussions that have been established. Reporting must be fair, without bias or prejudice.
- Keeps the Branch informed of all CSHP programs, projects, activities, and endeavors. The Branch Delegate also encourages understanding as well as support for CSHP programs and projects.
- Presents a report at each Branch General Meeting and whenever required by the Branch Council.
- At the beginning of term of office, overlaps with outgoing Delegate by 4-6 weeks
- At the end of term of office, provides orientation to the incoming Delegate 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



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:

(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.**