# PEMAC Board of Director Election 2024

Elections for the PEMAC Board of Directors for the 2024-2025 operating year will be held by eVote which is planned to begin November 10th and end November 24th. The new directors will be notified at the close of the voting and will take office at the close of the AGM which is currently planned for November 27th, 2024.

# Nominations

The nominations process is designed to identify, encourage and enlist the active participation of dedicated professionals in the service of the PEMAC Asset Management Association of Canada at a leadership level.

Individuals apply for nomination. The nominating committee carries out an evaluation and puts forward a slate of nominees to the members for voting in the election.

If you have questions about this form or the process, please contact the returning officer for the election, Cindy Snedden, at [executive.director@pemac.org](mailto:executive.director@pemac.org) or (250) 826-6491.

## Fulfillment:

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| STEP 1: This document is provided for you to draft your answers to the questions on the online application form. See STEP 3.  STEP 2: Log in to complete the Conflict of Interest “Proactive Disclosure” form (link is at the bottom of this document).  STEP 3: Go to the online submission form: [ONLINE SUBMISSION FORM](https://www.pemac.org/nominations-questionaire-2023). Copy and paste your answers from this word document into the form.  Deadline for submissions is October 21st, 2024 |

# Responsibilities of the Board of Directors

All PEMAC board and committee members are volunteers. Without their support and their continued contribution of time and energy we couldn't continue serving and representing our members and the profession of maintenance, reliability and asset management practitioners and professionals in Canada.

## Primary Function:

The primary function of the Board is to advance excellence in maintenance, reliability, and asset management as a profession in Canada. PEMAC provides leadership in the exchange of ideas and information and the advancement of education, certification, and ethical practices.

## General Function:

Led by the PEMAC President and in consultation with the executive committee, the board is responsible for all association activities. The board formulates and carries out action plans and goals to achieve the agreed upon priority activities of PEMAC.

## Minimum Qualifications for Nominees:

* Is a PEMAC member in good standing
* Is eligible to be included on PEMAC’s “Directors and Officers” insurance policy
* Is a Canadian citizen or permanent resident who resides in Canada
* Has gained 10 years' experience in at least one of the Maintenance, Reliability or Asset Management subject domains (ideally an understanding of and experience in all three)
* Has completed a Conflict-of-Interest disclosure and does not have intolerable conflicts of interest (link below)

## Desired Qualifications for Nominees:

* Has contributed to PEMAC, or like-minded organization, in a volunteer role
* Has demonstrated leadership ability
* Understands and supports the development of policies and programs of PEMAC
* Actively assists in resolving problems, meeting needs, or answering concerns facing any board member or committee
* Continually recruits, informs, and helps retain volunteers to support the goals of the growth of PEMAC
* Though subject to change by agreement of the Board, there is a commitment of online Board meetings on the third Wednesday of every other month. In addition, there are the equivalent of 2 x full-day face to face meetings each year.
* Each Board member serves on at least one sub-committee of the Board. These sub-committees are currently: Executive Team, Strategy and Performance, Audit and Risk, Governance, Human Resources, Advocacy. The sub-committees meet between Board meetings to identify and advance their objectives.

## Legal responsibilities of board members:

Board members have a legal responsibility to the association. The following guidelines are recommended for non-profit organizations to reduce liability. To meet their obligations, directors:

* Attend board meetings regularly
* Become familiar with the PEMAC goals, objectives, and programs
* Make sure the association keeps a written, permanent record of all board minutes
* Be certain to fulfill all aspects of non-profit and tax-exempt status
* Exercise general supervision over PEMAC affairs
* Know the budget, budget process and financial health of the association
* Insist on meaningful board meetings with full disclosure of operating results
* Require the association to engage competent legal counsel, when necessary
* Require committees to report at board meetings when appropriate
* Know the other directors and officers of the association
* Adopt and follow sound business policies and practices
* Disclose and discuss potential and actual conflicts of interest
* Monitor the community and professional image of the association
* Assure that PEMAC maintains good credit and financial standing
* Review the organization’s insurance program
* Pursue warning signs and act accordingly by asking questions
* Question policies and practices that aren’t understood or cause concern
* Read, review, and approve board meeting minutes

# Questionnaire

## Please answer the following questions:

Note that the nominations committee will be reviewing answers in relation to the characteristics of a ‘qualified Applicant’ listed above. You may want to review the current [strategic plan](https://www.pemac.org/members/strategic-plan) as you consider your answers.

1. Why do you wish to serve on the board?
2. Briefly summarize your maintenance, reliability and asset management subject background and attach your CV. Your LinkedIn profile can suffice if you use it for similar information that is contained in a CV.
3. Describe how you would interpret PEMAC’s [strategy and strategic goals](https://www.pemac.org/members/strategic-plan).
4. Please list your prior roles and specific contributions to PEMAC or like-minded organizations to date.
5. List your leadership and management experience in either work environment or in volunteer roles.
6. What are the top three strengths and/or skills that you would bring to the board if elected? Describe how they could benefit the organization.
7. Board members are active in promoting the Association. Do you have relevant prior experience in marketing, sales, promotion of non-profit initiatives or ideas about how PEMAC could be brought to the attention of a wider audience?
8. Board members are active in engaging and encouraging volunteer contributions. Do you have relevant prior experience in volunteer engagement or ideas about how PEMAC could engage more members in its endeavors?

Please provide the URL for your LinkedIn Profile -or- attach your resume in PDF format.

\_\_LinkedIn URL\_\_\_\_\_\_\_\_

Continued below

The questions, below, pertain to our Director’s Liability insurance. Note: An answer of “Yes” to any of these questions will result in follow up from the nominations committee. Please submit your application as early as possible to allow for the committee to resolve whether the conditions are disqualifying.

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| Have you been involved in: | | |
|  | - insolvency or bankruptcy proceedings? | \_\_\_Yes / No \_\_\_ |
|  | - criminal actions? | \_\_\_Yes / No \_\_\_ |
|  | - representative actions, class actions or derivative suits? | \_\_\_Yes / No \_\_\_ |
|  | - claims under Directors and Officers liability insurance coverage, Fiduciary liability insurance coverage or Employment Practice liability coverage or given notice of a potential claim to the insurer? | \_\_\_Yes / No \_\_\_ |
| Is any type of insurance claim pending against you? | | \_\_\_Yes / No \_\_\_ |
| Are you aware of any facts or circumstances likely to give rise to a claim against you? | | \_\_\_Yes / No \_\_\_ |

# Conflict of Interest Policy

\_\_\_\_\_\_ I have completed the PEMAC Conflict of Interest Disclosure form which is available here. You must log in with your membership credentials to access. We recommend doing this before going to the online form.

[*https://www.pemac.org/proactive-disclosure-form*](https://www.pemac.org/proactive-disclosure-form)

*Thank you for your interest in advancing the vision and mission of PEMAC.*

# Use of your information:

*Your submission will be reviewed only by the 2024 returning officer and Nominations Committee to determine eligibility for election to the PEMAC Board of Directors. If your nomination is accepted, your answers will be summarized for the voting process. You will get a chance to review the ballot for accuracy.*

# Reminder of the fulfillment steps:

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| --- |
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