



CALL FOR NOMINATIONS

BOARD OF DIRECTORS

CADDRA invites member input on identifying qualified and motivated individuals to serve a three-year term on the CADDRA Board of Directors. The guidelines and procedures for making nominations, and board member responsibilities, are described below. Self-nominations are welcome.

Every nominee must be a member in good standing of CADDRA and **must** have served on a CADDRA committee. The position of director for CADDRA is a voluntary position. Travel costs for attendance at the face-to-face meetings and the annual conference are covered by the organization.

Nomination Guidelines (June 27, 2023)

- Nominees must be members in good standing of CADDRA.
- All nominees must be serving on, or have served on, a CADDRA committee.
- Nominees must be willing to serve a three-year term beginning in October 2023
- Nominations can be made by a CADDRA member or through self-nomination.
- All nominations must include the names of two CADDRA members who can provide references on request.

Nomination Procedures

If you are nominating someone else, contact the person to obtain their consent and collect any information you will need to complete your nomination (see below).

Please do not complete a nomination until you have contacted the nominee personally and secured their agreement to be nominated.

To apply or nominate a member, complete [this survey](#) by midnight ET, **Friday, July 21, 2023**.

Election Process

The names and bios of all nominees will be reviewed by the Board Nomination Committee. A short-list of candidates will be developed that reflects the organization's commitment to ensuring geographic and disciplinary diversity on the Board. External feedback on candidates will be sought. Voting on the candidates for the vacancies will occur at the CADDRA Annual General Meeting. Nominations must be received no later than midnight ET, Friday, July 21, 2023, to be valid.

Role of the CADDRA Board

- Act as the fiduciary and guardian of the organizational assets
- Review and approve CADDRA's program budget
- Establish short- and long-term goals
- Assess progress toward goals
- Assume stewardship responsibility for CADDRA's finances
- Set policies for the overall management and operation of the organization.

Expectations of the Members of the Board

- Prepare for, and attend, regularly scheduled board meetings and functions
- Participate in at least one committee

- Be informed about the policies and programs of CADDRA
- Participate in fundraising activities and special events sponsored by CADDRA
- Participate in board orientation activities
- Act as an informed advocate of CADDRA.

Board Meetings

- Attend two in-person meetings (one scheduled for Spring and the second on the Thursday preceding the annual conference). Travel costs are reimbursed (flights, accommodation, ground transportation, etc.).
- Attend bi-monthly zoom meetings scheduled for 8pm EST, usually on Mondays. A longer zoom meeting may be scheduled in lieu of one of these meetings on a Friday.
- Review the agenda and all supporting materials prior to meetings.

Additional Information

- This is a voluntary board. Directors serve without remuneration and no director shall directly or indirectly receive any profit from their position. Directors may be reimbursed for reasonable expenses incurred in the performance of their duties.
- Materials and tools developed on behalf of CADDRA by board members for use of CADDRA during their tenure as a board member become copyright of CADDRA.