



## RECOMMENDATIONS FOR APPOINTMENT TO THE AIA CANADA BOARD OF DIRECTORS BY THE MEMBERSHIP

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Every year, two or more directors complete their term on the AIA Canada Board of Directors. It is the responsibility of the nominating committee to propose a slate of new directors for consideration to the AIA Canada Board of Directors and then to the entire membership at the Association's Annual General Meeting (AGM).

The Association is seeking directors who will at all times act in the best interests of the entire Association, who will willingly share their own knowledge and expertise, and who are willing and able to devote time and effort to AIA Canada on a volunteer basis. In addition, specific skills that support the goals and strategic direction of the AIA Canada business plan will be considered assets. Previous experience as a volunteer, preferably within AIA Canada will also be of consideration.

Being an AIA Canada Director comes with a very significant responsibility and requires attendance at board meetings each year (2-3 per year) and availability for conference calls (1-2 per year).

Your recommendation(s) for appointment to the AIA Canada Board of Directors may be made by completing the attached form and submitting it to the attention of Mr. Jason Best, Chairman of the 2021 AIA Canada Nominating Committee, via email via email to: [jbest@uniselect.com](mailto:jbest@uniselect.com) by no later than February 15, 2021. Please note that candidates must be nominated by two people.

The following attributes are considered valuable in an AIA Canada Director:

### ACTIVE ASSOCIATION MEMBER

The candidate should have experience, either currently or in the last three years, of involvement with the Association or a related trade Association. The candidate must be willing to make a three-year commitment as a director.

### CONDUCTING MEETINGS

The candidate must be capable of conducting effective meetings and working well within a team environment. Experience coordinating materials and agenda for effective and productive meetings is an asset.

### COMMUNICATION SKILLS

The candidate should have excellent written and oral communication skills, as well as strong interpersonal skills.

### LISTENING SKILLS

The candidate should display strong listening skills and use them when dealing with the board as well as staff. Experience in analyzing and coordinating feedback, along with an ability to evaluate recommendations is a benefit.

### DECISION MAKING & PROBLEM SOLVING SKILLS

The insight to foresee problems, present concerns and offer solutions is an asset.

### MOTIVATOR

The ability to encourage others to speak on important issues and elicit participation from inside and outside of meetings is of great value.

### INDUSTRY LEADER

The candidate is perhaps involved in industry activities and initiatives and promotes the industry effectively in public.

### LEGAL AND FINANCIAL EXPERTISE

Candidates with a legal and/or financial background would offer on-going assistance to the board and is considered an asset.

### KNOWLEDGE AREAS

Specific areas of knowledge or experience that would be considered assets include:

- Strategic Planning
- Consumer Education Programs
- Government Lobbying
- Experience in Environmental Program Development
- Knowledge of Vehicle Inspection Programs
- Market Research
- Training Program Development
- Experience in the Heavy Duty Market
- Experience in the Tool Manufacture Business

**\*\*CONFIDENTIALITY\*\*** - All information given is done so in the strictest confidence. Only the names of the nominating committee recommendations will be forwarded to the AIA Canada Board of Directors and **only those approved for consideration will be contacted** and presented at the annual general meeting.



For more information on AIA Canada, please visit our website at [www.aiacanada.com](http://www.aiacanada.com)



# AIA CANADA BOARD OF DIRECTORS NOMINATION FORM

Please complete this form and return to Mr. Jason Best at: [jbest@uniselect.com](mailto:jbest@uniselect.com) by no later than February 15, 2021

## SKILLS INVENTORY

Candidate's Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Job Title: \_\_\_\_\_

## AVAILABILITY TO SERVE

A board member serves for 3 years. Do you feel this person will be able to fulfill the time commitment this represents? Yes

## BACKGROUND

What education or skills would the proposed candidate contribute to the Board? Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Strategic Planning                       | <input type="checkbox"/> Accounting/Financial       |
| <input type="checkbox"/> Consumer Education Programs              | <input type="checkbox"/> Marketing                  |
| <input type="checkbox"/> Government Lobbying                      | <input type="checkbox"/> Public speaking            |
| <input type="checkbox"/> Environmental Program Development        | <input type="checkbox"/> Communications             |
| <input type="checkbox"/> Knowledge of Vehicle Inspection Programs | <input type="checkbox"/> Legal                      |
| <input type="checkbox"/> Market Research                          | <input type="checkbox"/> Board/Committee experience |
| <input type="checkbox"/> Training Program Development             | <input type="checkbox"/> Membership Issues          |
| <input type="checkbox"/> Experience in the Heavy Duty Market      | <input type="checkbox"/> Other _____                |
| <input type="checkbox"/> Experience in Tool Manufacture           |   |

Please list special talents and expertise that you feel make this person a good candidate for board membership. Please attach additional pages if necessary.

Other Board/Committee Experience \_\_\_\_\_

## AIA CANADA INVOLVEMENT (Committees, Divisions, Events, Task Force, etc.):

\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES (Other directors/members who know the nominee):

\_\_\_\_\_  
\_\_\_\_\_

## Nominator Information

First Nominator: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Nominee (relative, colleague, customer, supplier, etc.): \_\_\_\_\_

May the nominating committee call you if further details are required: Yes  No

Have you notified the nominee that you are submitting their name for consideration? Yes  No

Nomination Seconded by: (Name) \_\_\_\_\_ (Company) \_\_\_\_\_



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