



CALL FOR NOMINATIONS 2016-2017

Positions Available

The Nominating Committee of OURA invites nominations for the following Executive Committee positions. A brief description of the role is followed by the types of skills participants may expect to develop and use in this role. Nominees are being sought for:

- **Members-at-large: 2 positions are open for a 1 year term**

Members at large sit on the executive, participate in all meetings and discussions and assist as required in various priorities of the executive. They receive valuable exposure to the issues and operations of the committee and that may help them prepare for future roles in the executive.

- **Secretary: 1 position open for a 2 year term**

The secretary plays a vital role in the operations of OURA and the executive. The Secretary keeps the records of all meetings of OURA and the Executive committee, maintains membership records and ensures communications are circulated to the membership list. The Secretary learns about committee rules-of-order, develops skills in organizing and coordinating meeting agendas and in supporting overall committee functions.

- **Communications Officer: 1 position open for a 2 year term**

The Communications Officer oversees all communication requirements of the conference, of the structure and contents of the website and in ensuring members get regular updates via newsletters or other mediums. Our current officer had an integral role in launching our updated OURA website including identifying the platform and ensuring the content was migrated in an effective manner. This role provides an opportunity for the incumbent to develop and implement communications strategy for the organization.

- **Web Administrator: 1 position open for a 2 year term (Pending Approval at AGM)**

Pending approval at the annual general meeting, the OURA executive will be adding a new opportunity to serve as a “Web Administrator”. The administrator will provide tactical support to the committee and the Communications Officer with updates of content to the OURA website. Further details will be provided at the annual general meeting and nominees are being sought pending approval. Nominees should have experience using web-based content management tools.

- **Vice-President: 1 position for a 3 year term**

The Vice-President is a senior officer role of OURA and the executive committee. The successful candidate will spend the first year as Vice-President and then, as per the OURA constitution, automatically progress into the role of President, eventually ending their commitment with a final year as Past-President. The Vice-President is a full officer with signing authority for organizational business and offers experience in reviewing and approving financial information, providing input to the strategic direction for the association and in having a key role with the development of the annual OURA conference. Ideally nominees to this role should have a more senior role within their institution such as a Registrar, Associate Registrar or Director with governance experience.

Eligibility Requirements

Nominees for an executive position must:

1. Be a member of OURA – to update membership lists if the nominee is not yet part of your institution's list of paid members, contact Beth Natale at bnatale@brocku.ca
2. Be a full-time employee at their university or holding a term position of appropriate length to fulfill their term on the OURA executive

Nomination Process

Members may be nominated for a position in advance of the conference by e-mailing a scanned image of a completed nomination form to Lucy Bellissimo at lucybell@yorku.ca by end of day, **Wednesday, January 6, 2016**. The nomination form follows these instructions.

Nominations will also be accepted from the floor of our Annual General Meeting in February 2016 however we do need a sense of who may be available for the positions and therefore a form in advance is preferred.

Election Process

Elections will take place at the annual general meeting in February 2016. Each institution will have one vote. Nominees will be expected to speak briefly to the meeting attendees about their interest in the position.

Where only one nominee is put forward for a position, they will be appointed into the position at the general meeting.

Sincerely,

Lucy Bellissimo, Past-President
Chair, Nominating Committee



NOMINATION FORM EXECUTIVE COMMITTEE POSITIONS (2016-17)

I nominate:

Name (Please print)	Institution	Title

For the following position (choose one only):

- | | | |
|---|---|--|
| <input type="checkbox"/> Member-at-large | <input type="checkbox"/> Secretary | <input type="checkbox"/> Web Administrator * |
| <input type="checkbox"/> Communications Officer | <input type="checkbox"/> Vice-President | <i>*note this new position on executive is pending approval at the AGM</i> |

Please provide the following additional information regarding this nominee:

Details of previous experience with OURA (e.g. standing committee, projects, or executive committee); including dates served:

Other information you may wish to provide about the nominee (note that should an election be required the nominee will have an opportunity to speak at the AGM):

The nominee has the consent of his/her institution to participate on the OURA Executive Committee.

Nominee Name (please print)	Nominee Signature:	Date

Nominator Name (please print)	Nominator Signature:	Date:

Please email scanned, signed completed nomination forms to Lucy Bellissimo at lucybell@yorku.ca by end of day **Wednesday, January 6, 2016.**