

# NBNU 2018 ELECTIONS

This is an election year for the following positions and committees:

1. **President,**
2. **Secretary-Treasurer,**
3. **Finance Committee** – three (3) members to be elected, and
4. **Annual Meeting Operations Committee** – three (3) members to be elected.

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If you are interested in letting your name stand for election, contact any of the following members of the Annual Meeting Operations Committee or notify Sarah Bonnar ([sarah@nbnu.ca](mailto:sarah@nbnu.ca)), Executive Assistant at NBNU Provincial Office.

Annual Meeting Operations Committee			
Name	Home	Work	e-mail
Barbara Duplessis	536-3464	364-4132	<a href="mailto:baduples@gmail.com">baduples@gmail.com</a>
John MacDonald	622-0664	778-6810	<a href="mailto:d1ds@nb.sympatico.ca">d1ds@nb.sympatico.ca</a>
Violet Budd	859-0811	857-5214	<a href="mailto:vibudd@hotmail.ca">vibudd@hotmail.ca</a>

**August 3, 2018** is the deadline to receive nominations for the positions of **President** and **Secretary-Treasurer**. Members cannot be nominated from the floor of the AGM for these two (2) positions.

**Finance Committee and Annual Meeting Operations Committee** - Members can be nominated from the floor of the AGM for these committees. However, if you want your nomination to be published in the *Parasol*, the deadline to submit is August 3, 2018.

## **INFORMATION ABOUT THE POSITIONS TO BE ELECTED:**

### **PRESIDENT**

To be eligible for nomination to the office of President a member must have previously served as an elected member on the Executive Council.

The role of the president shall include, but is not limited to, the following:

- (1) preside at all meetings of the Union;
- (2) be the official spokesperson of the Union;
- (3) be ex-officio member of all committees of the Union;
- (4) be responsible for carrying out the policies of the Union;
- (5) be responsible for preparation for meetings and action to be taken on matters arising from the meeting;
- (6) be responsible with the Executive Director, for internal and external communications with membership, the public, other unions, organizations, and the government;
- (7) be the NBNU National Officer on the CFNU Board (As the National Officer, she shall be charged with the responsibility of representing the interests of NBNU at meetings of CFNU and shall assist in establishing and maintaining communication between NBNU and CFNU.);
- (8) present a report to all general meetings;
- (9) be responsible, with the Executive Director, for the overall management and direction of NBNU;
- (10) be accountable to the NBNU Board of Directors;
- (11) be responsible for developing and maintaining communication with NANB;
- (12) act as a signatory on documents and cheques as required to conduct Union business;
- (13) perform other duties as directed by the Board of Directors; and
- (14) have the authority to delegate duties as required.

### **SECRETARY-TREASURER**

To be eligible for nomination to the office of Secretary-Treasurer, a member must have previously served as an elected member on the NBNU Finance Committee within the past five (5) years or must have previously served as an elected member on the Executive Council.

The role of the secretary-treasurer shall include, but is not limited to, the following:

- (1) be a member of the Board of Directors, Executive Council, Staff Relations Committee and Finance Committee;
- (2) be a voting delegate at the Annual and Special Meetings of NBNU;
- (3) be involved in all financial matters of the Union including budgeting and investments;
- (4) review the monthly financial statements and present a report to the Board of Directors and Council;
- (5) be responsible for records of minutes of the Board of Directors, Executive Council and Annual Meetings;
- (6) present a report to the Annual Meeting which includes:
  - (a) minutes of the previous Annual Meeting and any intervening special meetings,
  - (b) current financial position,
  - (c) audited financial statements,
  - (d) investment portfolio,
  - (e) budget and notes, and
  - (f) any other report as directed by the Board of Directors, Council or Finance Committee;
- (7) act as signatory on cheques as required to conduct Union business;
- (8) perform other duties as directed by the Board of Directors; and
- (9) be accountable to the Union through the Board of Directors.

## **FINANCE COMMITTEE**

The finance committee consists of four (4) members, one of whom shall be the Treasurer of the Union, who shall be chairperson, and three (3) members elected from the membership at an Annual Meeting in the even numbered years for a term of two (2) years. The past Secretary-Treasurer shall be ex-officio member of this committee for one (1) year. Replacement members may be added to the Finance Committee at the discretion of the Board of Directors.

The role of the finance committee shall include, but is not limited to, the following:

- (a) recommend an annual budget for approval by the membership;
- (b) determine criteria for disbursements and recommend to membership how monies will be used;
- (c) prepare a financial statement for acceptance by the membership; and
- (d) develop and maintain an investment philosophy for the Union.

## **ANNUAL MEETING OPERATIONS COMMITTEE**

The annual meeting operations committee is composed of three (3) non-Board of Director members elected from the membership at the Annual Meeting for a term of two (2) years. The Chairperson is elected by and from the members of the Annual Meeting Operations Committee. Replacement members may be added to the annual meeting operations committee at the discretion of the board of directors.

The role of the annual meeting operations committee shall include, but is not limited to, the following:

### ***Constitution and By-Law changes***

- a) Compile and review the submissions for *Constitution and By-laws* changes from the membership, clarify the intent, if necessary, by contacting the submitter and edit the submissions, if necessary;
- b) Circulate the submissions for *Constitution and By-Law* changes to the membership prior to the Annual Meeting, and
- c) Present the recommendations for the *Constitution and By-Law* changes from the membership at the Annual Meeting.

### ***Resolutions***

- a) deal with resolutions submitted by individual members, locals, regions and NBNU committees, and
- b) review the resolutions, clarify the intent by contacting the mover and edit the resolutions if necessary,
- c) resolutions must be submitted in writing to the Provincial Office prior to the designated date for consideration by the Annual Meeting Operations Committee,
- d) resolutions shall be circulated to the membership, via the *Parasol*, prior to the Annual Meeting,
- e) the Annual Meeting Operations Committee may also meet at Annual Meeting to consider emergency resolutions.

### ***Nominations***

- (a) deal with the nominations procedures relating to the next Annual Meeting at which election of officers of the Union are to be held; and
- (b) publish the biography of each nominee.

# CONSENT FORM

## FORMULE D'APPROBATION

I agree to let my name stand for election to the position of: /  
J'accepte de me présenter au poste de:

- President / président(e)**
  
- Secretary-Treasurer / secrétaire-trésorier(ère)**
  
- Finance Committee / comité des finances**
  
- Annual Meeting Operations Committee /  
comité des opérations de l'assemblée annuelle**

Name/Nom : \_\_\_\_\_



# NOMINATION FORM

*I agree to let my name stand for election to the position of:*

## BIOGRAPHICAL SHEET

Name :

Address :

Tel. No. (Home) :

Tel. No. (Work) :

e-mail :

## UNION PARTICIPATION

Provincial Offices Held

Local Offices Held

Work Experience

Other Activities

Signature: \_\_\_\_\_

