Call for Nominations

Date: December 21, 2017

To: Members

From: Carolyn Van Den Heuvel, Nominating Committee Chair

Subject: Nominations for Board of Directors

This memo is a call for nominations to the membership. If you are interested in being considered for the Board of the Directors of Safety Services Nova Scotia, please fill out the attached application form and tell us why you are interested.

Completed applications should be received at SSNS by **Wednesday, January 31, 2018**. Members are encouraged to submit well before the indicated deadline.

The AGM will take place during the Workplace Safety Conference, Sunday, April 8 at the Prince George Hotel in Halifax, NS. The slate of directors will be presented for 2018-2019.

If you have any questions, do not hesitate to give me a call at the Office at 902 893-2293 or email me at cvandenheuvel@nsfa-fane.ca

### BOARD OF DIRECTORS CRITERIA

### AND APPLICATION

The Nominating Committee will review the following factors when considering applicants for possible nomination:

**Board Criteria**

1. **Governance**

A general knowledge of governance and some experience on a board of directors would be helpful. Orientation and development in this area will be provided. Show a good appreciation of SSNS’s mandate.

1. **Knowledge and Judgment**

A variety of areas of expertise are required to ensure a varied, healthy and effective board, therefore please share your area of strength that can contribute to SSNS’s success.

1. **Participation and Preparation**

Preparation for meetings, attendance and active participation is required. Time to volunteer for tasks related to promoting the mandate of SSNS.

1. **Communication**

Respect the confidentiality of SSNS’s business information and deliberations of the board. Contributes meaningfully and knowledgeable to board discussions, providing valuable input and advice to management. Express views frankly and openly in board meetings. Listens to and respects the expression of opinions.

1. **Teamwork**

A high standard of personal values and ethics and behaviours are expected. Positive interactions with other board members, staff and membership is desired as well as showing sensitivity to complex relationships. Understand solidarity in board decisions.

1. **Overall Board Performance**

Make an overall positive contribution to the long term viability of SSNS. Contributes to consensus building and decision making consensus. Shows willingness to respond to members’ needs.

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| APPLICANT NAME: |  |
| POSITION & ORGANIZATION:  |  |
|  |  |
|  |  |
| PHONE/FAX/E-MAIL: |  |
| APPLICANT SIGNATURE: |  |

Applicants are requested to attach a paragraph as to why they are interested in being part of the board of directions and any specific or general contributions they can make.

Commitment: The Board of Directors meets at a minimum of 6 times per year. Other work is expected dependent on skill set and interest.

# Completed applications to be received

# by Jan 31, 2018 to the attention of:

## Carolyn Van Den Heuvel, Chair, Nominating Committee

*c/o Safety Services Nova Scotia*

*201 Brownlow Ave. Unit 1, Dartmouth, NS B3B 1W2*

*Fax: (902) 454-6027or*

*E-mail: contact@safetyservicesns.ca*