

Dear CAA North & East Ontario Member,

CAA North & East Ontario is presently inviting applicants to fill future vacancies on the Board of Directors. This position is open to all Primary Members of CAA North & East Ontario over the age of 18 residing in the cities of North Bay, Ottawa, Sudbury & Thunder Bay; the districts of Cochrane, Manitoulin, Nipissing, Parry Sound, Rainy River, Timiskaming & Kenora; and the Counties of: Dundas, Glengarry, Grenville, Lanark, Prescott, Renfrew, Russell and Stormont.

Term of Office:

The term of office of the Director, who is elected, will be for three (3) years commencing at the Annual General meeting held in January of each year.

Qualifications:

In order to qualify as a Director, a nominee must:

- a. Be a Primary Member in good standing on the date of election;
- b. Agree to abide by the terms of reference for a Board Member, which outline the responsibilities and expectations for Board Members;
- c. Have a valid passport for travel or able to obtain one

and must not be:

- d. Employed by the Club;
- e. Married to, child of, agent of, or parent to, an employee of the club;
- f. Have an un-discharged bankrupt;
- g. An individual who has himself or herself been insolvent or bankrupt within the three (3) years immediately preceding the appointment, or associated with* a Person** that has become insolvent or bankrupt within the three (3) years immediately preceding the appointment;
- h. An individual who is charged or has been convicted, or associated with a Person that is charged or has been convicted, of an offence under the Criminal Code, the *Travel Industry Act* or the *Business Practices Act* or statutes similar to these in other jurisdictions or any offence under provincial legislation that gives reason to the CAA North & East Ontario Board of Directors to believe that the function of Director will not be fulfilled with honesty and integrity and in the best interests of the Club;

Enclosed is the CAA North & East Ontario (CAA NEO) Board Member Profile, which outlines the knowledge and experience CAA NEO is looking for in a Board Member. Also enclosed is the CAA North & East Ontario Terms of Reference for a Board Member, which sets out the responsibilities and expectations for Board Members.

Composition:

The CAA North & East Ontario Board is comprised of ten (10) individuals and meets approximately once every two months and each Director sits on a minimum of one (1) Board committee with some exceptions. The committees meet approximately every two months and could meet more often if required. All Directors must not miss more than three (3) consecutively duly called meetings of the Board without proper and sufficient excuse filed with the Secretary. Candidates should be aware that periodic travel within Ontario and North America is required.

Nomination Deadline:

Applications must be delivered at the following address, in writing, no later than 5:00 p.m. July 26, 2019. Email applications will also be accepted to secretary@caaneo.on.ca

Secretary of the Club
CAA North & East Ontario
2151 Thurston Drive
Ottawa, Ontario
K1G 6C9

Please see the following application form. Please note that the nominee must confirm in writing their willingness to serve if elected.

Notes: * “Associated with” means holding either (i) a directorship of, or (ii) at least ten percent (10%) of the outstanding equity shares of, or (iii) a senior officer portfolio of the company with which the individual is affiliated.

**“Person” shall mean an individual, proprietorship, partnership, incorporated company, joint venture or other legally recognized entity.

Application and Consent

To: Secretary of the Club
CAA North & East Ontario
2151 Thurston Drive
Ottawa, Ontario K1G 6C9

I, the undersigned, certify that I meet items (a) to (h) of the criteria for qualification as an elected Director as set forth in the CAA North & East Ontario letter above. In order to complete or verify the information provided on this form, it might be necessary for CAA North & East Ontario to collect additional information from or to exchange information with government and non-government sources. Only information relevant to my candidacy will be collected. I consent to the collection of this information.

I hereby declare that the foregoing information is true and complete to my knowledge.

I understand that a false statement may disqualify me from consideration or cause my dismissal.

If I am selected, I agree to have my photograph taken for public relations purposes on the CAA-NEO website or in other materials describing members of the Board of Directors.

Please note that as condition of our consideration to your application a criminal record check will be required.

I HEREBY AGREE to stand for appointment to, and if appointed to serve in, the office of Director of CAA North & East Ontario, according to the terms outlined above.

Signature of Candidate
Print name:

Date

Biographical Information

In order that Member voters may be provided with background information on candidates, please provide brief biographical information and **attach a copy of your current resume:**

CAA North & East Ontario Board Member Profile

Collective Board Skills and Experience

Each Director brings unique skills and experience to the Board. In selecting new members, attention will be given to ensuring that the collective mix of skills and experience supports the Board's ability to add strategic value to CAA North & East Ontario.

Collectively, Board members should:

- Provide credible stakeholder perspectives
- Provide strong participation that strives for excellence and supports consensus building
- Be strategic thinkers who take a governance-focused approach to Board responsibilities
- Demonstrate a willingness to support CAA North & East Ontario's vision.

The Board is committed to seeking a skilled and diverse membership reflective of Canadian society. As a result, it promotes gender, cultural and ethnic diversity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group. Multilingual skills are viewed as an asset. The Board also actively encourages applications from those members who reside in any one of the many smaller municipalities in the CAA-NEO region.

Individual Knowledge and Experience

To foster its ability to provide strategic direction and fulfill its oversight responsibilities, the collective Board should include members with knowledge of and experience in the following areas:

- Board governance
- Financial management and analysis
- Travel industry
- Insurance industry
- Automotive industry
- Financial/Banking industry
- Information technology sector and/or software licensing and sales
- Business development and operation of growth businesses
- Risk management and analysis
- Public policy and regulatory environments
- Marketing / public relations / communications
- Digital media, advertising and brand management
- Building partnerships and strategic alliances

This profile is reviewed and updated annually to ensure that it reflects the current needs of the Board consistent with the achievement of CAA North & East Ontario's Strategic Plan.