



The Canadian Association
for Enterostomal Therapy
Association Canadienne
des Stomothérapeutes

November 20, 2011

Call for Nominations Secretary

The position of Secretary will be held for a term of two (2) years, or until their successor is elected. The Secretary may be elected for a second two year term, but no person shall serve more than two (2) consecutive terms. The position is as a voting member of the CAET Board.

Responsibilities

- Ensure that minutes of all meetings of the Board and the membership are recorded, distributed, and filed at National Office as required.
- Ensure that copies of all official correspondence and documents of the Corporation are maintained and filed at National Office as required.
- Take attendance at Board meetings and roll call of Board members at the AMM.
- Record motions submitted at meetings.
- Ensure that updated membership list is available for the AMM.
- Update templates for annual and mid-year reports as required.
- Perform such other duties as may be delegated by the President or the Board.

Qualifications

- Be a voting member in good standing for a minimum of two years prior to the election.
- Reside in Canada.
- Not be an employee of the CAET Corporation.
- Provide a written consent to serve.

Time commitment

- Time required may vary based on Association activities, assignments and projects.
- Conference calls as requested.
- Attend Mid Year Board Meeting (October) and Annual Conference including Pre-Board Annual Members Meeting, education programs and social events (May).

Professional Opportunities

- Participate in an executive position in a professional association.
- Have an opportunity to have a voice on CAET initiatives and future direction.
- Net work with colleagues and other professionals at a national level.
- Attend annual conference-registration, travel and hotel covered by CAET.

Please respond by February 1, 2012

If you are interested in pursuing this opportunity or if you have consent to be nominated by a colleague, by contacting:

Corinne Allen, CAET Nominations Chair

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Trail, BC V1R1B4
250-364-1115

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