AIR & WASTE MANAGEMENT ASSOCIATION
Canadian Prairie & Northern Section

CANADIAN PRAIRIE AND NORTHERN SECTION (CPANS)
CALL FOR NOMINATIONS FOR THE CPANS EXECUTIVE COMMITTEE

Each year, CPANS holds an election to fill positions required for the Executive Committee. The Executive Committee appointments are for one or two years and commence with the Annual General Meeting in the spring of 2017. This year, CPANS is accepting nominations for the positions of Vice-Chair, and four (4) Directors among whom CPANS will accept nominations for the positions of Director of Student Affairs, Director of Awards & Education, Director of Saskatchewan Luncheons, and Vice-Director of Saskatchewan Luncheons. Successful candidates for the position of Directors will receive a function-oriented appointment from the Chair shortly into their term of office. The expected effort level for the Executive member varies typically between 12 to 16 hours per month. Please see the recent version of "CPANS Executive Committee Responsibilities" attached to this call. Note that CPANS Executive members are required to be full Air & Waste Management Association members and comply with the Code of Ethics of the A&WMA (which can be found at the www.awma.org website).

There are two ways to nominate candidates:

1. Before May 8th, 2017 any full A&WMA[1] member may nominate another full A&WMA member for Executive Committee by completing a Nominating Petition which is signed by at least 2 full A&WMA members, other than the nominee, and submitting it to the Nominating Committee for inclusion on the ballot (i.e. no authority to veto by the Nominating Committee).
2. Before May 8th, 2017 the Nominating Committee can collectively nominate candidates from their recruiting campaign by submitting a Nominating Petition[2] without the signatures required in (1) above to the Chair of the Nominating Committee.

The 2017-2018 Nominating Committee members are:

Patrick Roelofsen Spectra Energy 2600, 425 1 St SW, Calgary, AB T2P 3L8 T. 403-699-1937 F. 403-699-1688 C.403-615-3391 Email: pproelofsen@spectraenergy.com	Sunhee (Sunny) Cho Alberta Environment and Sustainable Resource Development 12th Floor, Baker Centre, 10025 106 Street, Edmonton, AB, T5J 1G4 T. 403-220-8689 Email: sunhee.cho@gov.ab.ca	Jennifer Barbier Matrix Solutions Inc. Suite 200 150 – 13th Avenue SW Calgary, AB T2N 2A4 T. 403-237-0606 F. 403-263-2493 C. 403-461-2217 Email: jbarbier@matrix-solutions.com	Jyotsna Kashyap RWDI AIR Inc. # 1000, 736 – 8th Ave SW Calgary, AB T2H 1H4 T. 403-232-6771 F. 403-232-6762 Email: jyotsna.kashyap@rwdi.com

[1] *Full A&WMA members* are persons residing within the geographic area of the Section who are individual members of the Association and have paid Section fees, or delegates with voting membership representing company, government agency, organization or sustaining members of the Association. Full A&WMA members have the right to serve on committees, to vote, and to hold effective office and vote on Bylaw amendments.

[2] *Nominating Petition*; is a written submission of the nominee's name, title, address or affiliation with contact phone number(s), brief biography outlining experience in the environmental field and any past CPANS or A&WMA activities.

Air & Waste Management Association
Canadian Prairie & Northern Section

CPANS Executive Committee
Nominating Petition 2017-2018

The candidate is nominated for the following position (check one):

- ◊ Vice-Chair
- ◊ Four (4) Directors among whom CPANS will accept nominations for the following positions:
  - o Director of Student Affairs
  - o Director of Awards & Education
  - o Director of Saskatchewan Luncheons
  - o Vice-Director of Saskatchewan Luncheons

Nominations must be for one position only. Candidates and Nominators must be Air & Waste Management Association members[3]. Any Nominating Petition received with more than one position indicated will not be valid and will be returned to the submitter. All Nominating Petition's must have two Nominators. The Nominating Committee can forward Nominations without the required Nominators. The completed petition must be returned to the Chair of the Nominating Committee or the Alternate by email by May 8th, 2017, 12:00 hours (Mountain Standard Time).

Chair of Nominating Committee	Alternate
Patrick Roelofsen Spectra Energy 2600, 425 1 St SW, Calgary, AB T2P 3L8 T. 403-699-1937 F. 403-699-1688 C.403-615-3391 Email: pproelofsen@spectraenergy.com	Sunhee (Sunny) Cho Alberta Environment and Sustainable Resource Development 12th Floor, Baker Centre, 10025 106 Street, Edmonton, AB, T5J 1G4 T. 403-220-8689 Email: sunhee.cho@gov.ab.ca

Attach a half to one page description of the Candidate's environmental experience, interest in serving on the CPANS Executive Committee, and previous A&WMA and/or CPANS involvement. Please note: Should an election be required, this "half to one page description" will be posted on an election website accessible by all A&WMA – CPANS members eligible to vote.

[3]Only members defined as: Individual, Affiliate, Emeritus, Unemployed, one of the family classes (e.g. corporate), Student, and Honorary can nominate and/or run as a Candidate or nominate candidates. CPANS Local Associate members are not eligible to nominate or run as a Candidate in CPANS elections.

AIR & WASTE MANAGEMENT ASSOCIATION
Canadian Prairie & Northern Section

NOMINATION PETITION: CPANS ELECTION 2017

I, _____, a full member of A&WMA, hereby submit the following petition to the 2017 Nominating Committee:

1. About the Nominee

Nominee's Name : _____

Title : _____

Company : _____

Position Applied for : _____

Address : _____

Telephone : _____

Fax : _____

Email : _____

Respectfully Submitted : _____
Signature of Nominee Date

2. Biography of Nominee: Please provide no more than two paragraphs describing the nominee's current duties, experience in professional communities or other voluntary work. Attach a separate sheet if necessary.

3. Signatures of two full member of A&WMA supporting the Nominee

I, _____, of _____ (Tel> _____) nominate _____ as a candidate for the position of _____ for the 2017-2018 CPANS election.

Signed: _____

Date: _____

I, _____, of _____ (Tel> _____) nominate _____ as a candidate for the position of _____ for the 2017-2018 CPANS election.

Signed: _____

Date: _____

PLEASE email your petition to:
Patrick Roelofsen: pproelofsen@spectraenergy.com

Air & Waste Management Association
Canadian Prairie & Northern Section

CPANS EXECUTIVE COMMITTEE RESPONSIBILITIES

Officers

CHAIR

Term of Office: One (1) year
Responsibilities: Dictated by Article 48 of the by-laws.

Responsibilities:

• Preside at all meetings of CPANS and Board of Directors
• Represent CPANS professionally (or appoint a delegate) at A&WMA annual general meeting, Sections & Chapters Council meetings, and external meetings, as necessary
• Take care that all orders and resolutions of the Board of Directors are carried into effect
• Appoint the Membership and Chair of all Standing and Temporary Committees
• Appoint someone, in absence of the Treasurer, to sign checks or make other financial transactions on behalf of CPANS as directed by the Board
• Conduct internal and external business on behalf of CPANS
• Facilitate strategic planning, budgeting and review of Bylaws in consultation with the Vice-Chair and the Board of Directors
• Be the final authority, within his/her jurisdiction, on the interpretation of Bylaws of CPANS.

General:

Prior to the initial Board Meeting of the operating year (the Change Over Meeting) the Chair should review the By-Laws and this Guidebook to determine specific objectives that are important to him/her and which he/she wishes to emphasize to the Board.

At the initial Board Meeting of the operating year, the Chair shall provide officer training to prepare Executive Officers and Directors for their duties in the forthcoming year.

Prepare the Vice-Chair for the duties of Chair next year.

Plan the Board meetings for the year.

VICE-CHAIR

Term of Office: One (1) year
Responsibilities: Dictated by Article 49 of the by-laws.

Responsibilities:

• Preside at all meetings in the absence of the Chair
• Perform other duties as shall from time to time be imposed by the Board of Directors
• Assume all responsibilities and duties of the Chair should the Chair be unable to do so
• Provide all necessary support to the Chair to carry out his/her duties
• Facilitate strategic planning, budgeting and review of Bylaws in consultation with the Chair and the Board of Directors.
• Assumes position of Chair in subsequent year

General:
Assist the Chair with relations, both existing and developing, with other organizations, as required.

PAST-CHAIR

Term of Office: One (1) year
Responsibilities: Dictated by Article 50 of the by-laws.

Responsibilities:
• Preside at all meetings in the absence of the Chair or Vice-Chair
• Chair the Nominating Committee.
• Should be available for consultation to the Board of Directors on matters pertaining to previous Boards of Directors of CPANS.
• Assume all responsibilities and duties of the Chair should the Chair and Vice-Chair be unable to do so.
• Identify and recommend candidates for honors and awards program of the A&WMA and awards programs administrated by CPANS. Facilitate completion of applications for selected candidates.

General:
Provide all necessary support to the Chair and Vice-Chair to carry out his/her duties.

TREASURER

Term of Office: Two (2) years
Responsibilities: Dictated by Article 51 of the by-laws. See also Financial Rituals.

Responsibilities:
• Attend all Board of Directors meetings
• Account for all monies of the Section and invest them as directed by the Board of Directors
• Disburse monies as directed by the Board of Directors
• Keep accurate and complete records of all financial transactions
• Furnish a financial report at the business meetings of the Section or as called for by the Chair and/or Board of Directors
• Fulfill all regulatory obligations on tax matters such as GST (Good and Service Tax).
• Facilitate completion of financial audits of CPANS in accordance with requirements of Bylaws and as directed by the Chair/Board of Directors.
• Submit records and accounts for an audit in accordance with the Section bylaws; and
• Surrender at the end of his/her term of office to his/her successor, or to such person as may be authorized by the Chair to receive them, all properties and records of the Section and/or the A&WMA as may be in the Treasurer's custody.
• Perform other duties as shall from time to time be imposed by the Board of Directors

General:
Assist in preparation of the annual operating budget.

Reconcile the monthly bank statement to the record-keeping system.
Prepare the section annual tax return.

SECRETARY

Term of Office: Two (2) years
Responsibilities: Dictated by Article 52 of the by-laws.

Responsibilities:

• Attend all meetings, act as clerk, record all votes and minutes of all proceedings in the books
• Conduct appropriate correspondence of CPANS
• Be the custodian of the Seal of CPANS
• Make an annual report to the A&WMA regarding the affairs of CPANS, active membership, summary of public meetings, business transactions and Treasurer's report
• Shall give or cause to be given notice of all meetings of the members and of the Board of Directors or Chair, under whose supervision the secretary shall be
• Surrender at the end of his/her term of office to his/her successor, or to such person as may be authorized by the Chair to receive them, all properties and records of the Section and/or the A&WMA as may be in the Secretary's custody

General:

Send out meeting notices and agenda for Board meetings.
Maintain copies – paper or electronic – of all official business for the Section – meeting minutes, letters, conference flyers and program materials, and other archival information that may be applicable to future events.
Report the election results to the Board of Directors.

Directors
LUNCHEON DIRECTOR

Two (2) Positions: Calgary & Edmonton
Term of Office: One (1) year (Alternates with Vice Director)

Responsibilities:

• Responsible for hosting technical lunch meetings in Calgary
• Coordinate facilities and food requirements for events
• Organizes and chair the Luncheon Committee made up of volunteers needed for registration and financial reporting
• Identifies relevant, timely technical topics and procures high quality speakers
• Promotes the luncheon meetings in consultation with the Promotions & Marketing and Awards & Education Directors and Website Director
• Records and reports all financial transactions for the luncheons to the Treasurer. Prepares lists of participants and summary of collected money

General:
Reports on past and future Luncheons regularly to the Board of Directors.

LUNCHEON VICE DIRECTOR

Two (2) Positions: Calgary & Edmonton
Term of Office: One (1) year (Alternates with Director)

Responsibilities:
• Same as Director in order to share workload
• Assumes position of Director in subsequent year

General:
Reports on past and future Luncheons regularly to the Board of Directors in place of the Director as required.
Vice Director assumes position of Director in subsequent year.

MEMBERSHIP DIRECTOR / VICE

Term of Office: Two (2) years

Responsibilities:
• Responsible for recruiting and retaining members of CPANS
• Works closely with the Communications/Newsletter Director, Website Director and Promotions, Marketing & Awards Director.
• Promotes the growth of the Section/Association by retaining and recruiting new members, with support from the Board of Directors.
• Plans and carries out an annual membership renewal drive.
• Send official letters greeting new members,
• Maintains an updated computerized list of CPANS/A&WMA members and surveys member needs, interests and concerns.

General:
Reports the state of Membership regularly to the Board of Directors.

COMMUNICATIONS DIRECTOR

Term of Office: Two (2) years

Responsibilities:
• Responsible for the overall development and update of the CPANS website
• Work with the Promotions, Marketing & Awards Director and Communications/Newsletter Director to ensure all CPANS and A&WMA news are accurate and coordinated
• Work with the Membership Director to develop and maintain a database in order to enhance

communications between the Board and the Membership
• Posts Luncheon Presentations, updates events calendar and posts information about CPANS AGM and all courses organized by CPANS
• Co-operates with Website Editorial Newsletter Director and posts Newsletter on website
• Actively works with Promotions Director for website sponsors and posts sponsors adds at proper spaces of CPANS website
• Updates links to appropriate organizations, as needed.

General:
Reports on Website issues regularly to the Board of Directors.

WEBSITE EDITORIAL NEWSLETTER DIRECTOR

Term of Office: Two (2) years

Responsibilities:
• Responsible for undertaking all necessary activities in a professional manner for effective advancement of CPANS promotions and production of CPANS newsletter for our communities to increase visibility and awareness in professional communities and among other Sections and Chapters of the A&WMA
• Works closely with the Membership Director, Promotions & Marketing Director and the Website Director to complement each other's efforts and to ensure all programs, newsletters and schedule of events as well as other relevant materials are promoted.

General:
Procures, prepares, and updates technical material and newsletter for CPANS, including:
• Works with the Promotions Director to provide support for CPANS' events and programs through the contact network and website.
Reports the state of the Newsletter regularly to the Board of Directors.

AWARDS & EDUCATION DIRECTOR

Term of Office: Two (2) years

Responsibilities:
• Actively investigate and propose new award and education programs and ensure the effective functioning of existing programs
• Responsible for undertaking all necessary activities in a professional manner to collect data about potential Awards recipients, with assistance from Past-Chair
• Prepares awards certificates
• Informs recipients and prepares congratulatory letters
• Works closely with the Membership Director, Director of Promotions and Marketing and Website Director to complement each other's efforts and to ensure the policies and procedures with respect to the dissemination of Awards are constantly updated, revised as necessary and is responsible for responding to questions and providing interpretation of said policies and procedures

General:
Reports the state of Awards & Education regularly to the Board of Directors.

STUDENT AFFAIRS DIRECTOR

Term of Office: Two (2) years

Responsibilities:
• Chairs Student Affairs Committee comprised of one (1) representative from all Student Chapters:
- o University of Alberta
- o University of Calgary
- o Mount Royal University

• Through this Committee the Director:
- o Organizes student information sessions at Universities and Colleges.
- o Promotes CPANS and A&WMA at academic communities
- o Provide volunteer work to students
- o Assists with formation of new Student Chapters, whenever possible
- o Assists and provide all necessary support to existing Student Chapters
- o Provides mentoring program for students
- o Assists students in fundraising activities for existing Student Chapters and help students to travel to Conferences
- o Actively search for sponsors of the student programs.

General:
Reports on Student Affairs Committee activities regularly to the Board of Directors.

TECHNICAL PROGRAMS DIRECTOR

Term of Office: Two (2) years

Responsibilities:
• Provides technical leadership and overall management of all technical meetings (including lunch meetings and CPANS Annual General Meeting) organized by CPANS.
• Coordinate facilities and food requirements for Annual General Meeting (AGM)
• Identifies relevant, timely technical topics and procures high quality speakers for CPANS AGM
• Oversee and provide technical support to local technical meetings (e.g. in Manitoba and Saskatchewan)
• Organize training and technical programs in partnership with other professional organizations, as may be necessary
• Records and reports all financial transactions on all technical programs and ensure they are forwarded to the Treasurer.

General:
Reports the state of Technical Programs regularly to the Board of Directors.

AIR & WASTE MANAGEMENT
ASSOCIATION
Canadian Prairie & Northern Section

PROMOTIONS & MARKETING DIRECTOR

Term of Office: Two (2) years

Responsibilities:

• Responsible for undertaking all necessary activities in a professional manner for effective marketing and promotions of CPANS programs to our communities and increase its visibility in professional communities and among other Sections and Chapters of the A&WMA
• Works closely with the Membership Director, Newsletter Director and the Website Director to complement each other's efforts and to ensure all programs and schedule of events are promoted and sponsorship opportunities are acted on.
• Advances CPANS events through direct email and website.

General:

Procures, prepares, and updates promotional material for CPANS, including:
• Provides marketing and sponsorship support for CPANS' events and programs through developed membership and contacts.
• Develops collaborative opportunities for organizations for CPANS publications and events
• Communicates A&WMA promotional material for distribution at CPANS' meetings or otherwise as necessary
• Provides marketing and promotions support for CPANS' events and programs.
• Displays and tabletops for CPANS for placement at annual and other meetings
• Souvenirs with CPANS / A&WMA logos for promotion purposes
• Advances A&WMA promotional material for distribution at CPAN's meetings or otherwise as necessary
Reports the state of Promotion and Marketing regularly to the Board of Directors.