***CBS-SCB Board Member – Positions***



We are looking to recruit enthusiastic and committed Board Members for the positions listed below. Please submit nominations by no later than May 21, 2021 using attached form to Dianne Godkin, CBS-SCB Past President, at [dianne.godkin@thp.ca](mailto:dianne.godkin@thp.ca). If you have any questions, please reach out to Dianne or any member of the Board.

**President-Elect**

The President-Elect supports the President in planning, implementation, oversight and coordination of activities of the CBS-SCB Board. This role involves a total commitment of four years as follows: the President-Elect position is a one year term, followed by a two year term as President, and, finally, a one year term as Past-President. The role includes:

* Participating as a full voting member of the Board; serving on sub-committees of the Board as required
* Acting as delegate for President as required
* Collaborating with President and other members of the Board in strategic planning process
* Assuming the roles of President and Past-President in time
* Chairing the awards and nominations process
* Attending annual conference and participating in the annual business meeting

**Membership Officer**

The Membership Officer is responsible for overseeing and supporting membership recruitment and retention. It is a two year term, renewable once. This includes:

* Participating as a full voting member of the Board; serving on sub-committees of the Board as required
* Coordinating yearly renewals of membership
* Maintaining membership directory and providing monthly membership reports to the Board, with the support of the CBS-SCB Administrator
* Developing and operationalizing strategic planning for growing and sustaining membership
* Collaborating with Treasurer and other Board members to develop membership fee structure
* Attending annual conference and preparing annual membership report for the annual business meeting

**Conference Liaison Officer**

The Conference Liaison Officer functions serves as an intermediary between the Board and the Local Organizing Committee (LOC) for the annual CBS-SCB conference. It is a two year term, renewable once. This includes:

• Participating as a full voting member of the Board; serving on sub-committees of the Board as required

• Identifying hosts for annual CBS-SCB conferences

• Acting as intermediary between the Board, conference planners (if applicable) and the LOC

• Providing guidance to LOC on conference planning including best practices, timelines, and key deliverables

• Coordinating the abstract review process including establishment of CBS-SCB Abstract Review Committee

• Attending annual conference and preparing conference planning report for the annual business meeting

**New Initiatives Officer**

The New Initiatives Officer is responsible for overseeing National Health Ethics Week and other new initiatives. It is a two year term, renewable once. This includes:

* Participating as a full voting member of the Board; serving on sub-committees of the Board as required
* Attending annual conference and preparing a report on new initiatives for the annual business meeting
* Identifying and promoting ideas related to new initiatives for CBS Board consideration
* Operationalizing new initiatives approved by the CBS Board
* Managing CBS volunteers and Health Ethics week portfolio

**2021-22 Nominations for CBS Board Members**

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| Name of Nominee: | |
| Nominee contact info (email, phone): | |
| Position for Which Nominated: | |
| Individual Submitting This Nomination:  Self  Other | |
| If self, please include the name/contact information of a reference:  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | If other, please include your name/ relationship to nominee (e.g., colleague, peer, professor):  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If nominating another: Has the nominee expressed a willingness to accept the role?  Yes  If no, please provide further information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Description of Nominee’s Qualifications for Position and Reason for Applying or Being Nominated for a Role as a CBS Board Member (maximum 250 words):  \*Please provide a copy of nominee’s CV with this nomination form. | |