



CALL FOR NOMINATIONS

Important Notice to all Members of the St. John's Board of Trade RE: 2012 Appointment of Secretary/Treasurer

From: Derek Sullivan, Chair of the Nominating Committee

The Board of Trade is a dynamic, future looking organization that is growing and responding to the needs of an exciting, vibrant business community. If you are an enthusiastic and energetic business leader with an interest in making a positive impact on business and the economic environment, and in helping to further the mandate of the St. John's Board of Trade, please consider offering yourself as a candidate for this position.

Who is Eligible?

Any member in good standing with the Board of Trade is eligible for nomination for this position. Where possible, the Secretary/Treasurer should hold a professional accounting designation.

Deadline for Nominations: Tuesday, Nov. 15

Interested business leaders who are eligible should:

1. Review the responsibilities of the Secretary/Treasurer (see below).
2. Complete a Nomination Form (attached).
 - i) Confirm that you are running for the office of Secretary/Treasurer.
 - ii) Have the form signed by 5 member companies.
 - iii) Make sure you sign it.
 - iv) Return it to the Board of Trade on or before the deadline for nominations. (Nominations must be received by this date.)
3. Submit a brief bio.

Responsibilities of Second Chair:

The Secretary/Treasurer shall carry out responsibilities as a member of the Board of Trade Executive and oversee the finances of the St. John's Board of Trade. In addition they are responsible for the oversight of legal and financial compliance requirements, as well as oversight of internal controls, quality standards and management information systems. The Secretary/Treasurer shall attend regular meetings of the Board of Directors and Executive, and shall also be assigned to Chair one of the Board's Standing Committees with the responsibility of ensuring the objectives for this committee are set and achieved. The term of Secretary/Treasurer is for two years.

Voting Procedure:

Once the nominations are returned, the Nominating Committee will review and make a recommendation to the Board.

For more information, please contact:

Nancy Healey, Chief Executive Officer

Tel: 726-2961, ext. 1 Email: nhealey@bot.nf.ca

Secretary/Treasurer NOMINATION FORM
FOR BOARD OF DIRECTORS, ST. JOHN'S BOARD OF TRADE

Deadline for Nominations: November 15, 2011

Please Note - Nominations are for the following position:

Secretary/Treasurer (One)

Note: To be eligible for this office, you must be a member in good standing of the Board of Trade, where possible the individual should hold a professional accounting designation.

To: Derek Sullivan, Chair Nominating Committee
St. John's Board of Trade
P.O. Box 5127
St. John's, NF A1C 5V5
Fax: (709) 726-2003

Fellow Member:

We the undersigned members in good standing of the St. John's Board of Trade, hereby nominate for the position of Secretary/Treasurer:

Name: _____
Company: _____
Title: _____

For election to the Board of Directors in accordance with Article 37b. *(Note the nominee will be a member in good standing with their 2011 membership dues paid in full).*

Nominated by:

Member Representative

1. _____
2. _____
3. _____
4. _____
5. _____

Member Corporation

I have reviewed and understand the duties and responsibility of Secretary/Treasurer and I accept nomination for election to the Board of Directors of the St. John's Board of Trade. If elected, I agree to carry out my duties faithfully and diligently.

Date

Signature of Nominee