

## BOARD OF DIRECTORS 2020 – 2021 NOMINATION PACKAGE

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This package contains:

1. Board of Directors Powers & Responsibilities
2. Nomination Form
3. Skills & Diversity Matrix

Please submit the following to CHBA-ER prior to September 18, 2020:

- Completed Nomination Form – signed by nominator and nominee
- Completed Skills & Diversity Matrix – signed by nominator and nominee
- Biography outlining how your skills and experience meet the Association's requirements and needs, including the skills highlighted on the Skills & Diversity Matrix.
- Video (MOV, mp4 file type or link to video platform) of nomination speech, up to two minutes in length, explaining your desire to join the Board of Directors and how your skills and experience would be an asset to the Board.

Submit completed forms, biography, and video link to Danielle Forbes at [dforbes@chbaedmonton.ca](mailto:dforbes@chbaedmonton.ca). All nominations will first be submitted to the Board Development Committee and Board of Directors for review and possible endorsement.

## **BOARD OF DIRECTORS POWERS & RESPONSIBILITIES**

The Board of Directors represents the Members of the Association, applies the By-Laws, sets policy for the Association, and carries out work on behalf of the Association.

The Board of Directors is comprised pursuant to the By-Laws and the powers of the Board of Directors are enunciated in the By-Laws.

The Board of Directors will determine who shall attend BILD® Alberta and CHBA-National Board of Directors meetings as the official representative of the Canadian Home Builders' Association - Edmonton Region.

All Board members will complete the Board Assessment in October of every year; the assessment will be reviewed by the Executive Committee and CEO; results will be presented to the Board of Directors.

In representing the members of the Canadian Home Builders' Association – Edmonton Region (CHBA-ER) and acting as their “trustee”, Directors have three basic duties:

1. The duty of diligence: this is the duty to act reasonably, prudently, in good faith and with a view to the best interests of the Association and its members;
2. The duty of loyalty: this is the duty to place the interests of the Association first, and to not use one's position as a Director to further private interests;
3. The duty of obedience: this is the duty to act within the scope of the governing policies of the organization and within the scope of other laws, rules and regulations that apply to the organization.
  - Understand the Association's mission, vision and purpose;
  - Assist in identifying the priority needs of the members and the resources required to achieve them;
  - Ensure the Association is in compliance with its legal obligations;
  - Understand and scrutinize all financial matters;
  - Attend and participate in Board meetings, committee meetings and the AGM;
  - Prepare for and participate in the discussion and deliberations of the Board;
  - Keep Board discussions confidential;
  - Be aware and abstain from any conflict of interest;
  - Promote membership in the Association.

# NOMINATION FORM

Nominee: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominator: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## NOMINEE ACCEPTANCE

I, \_\_\_\_\_, accept the nomination to the  
(Nominee print name)

Canadian Home Builders' Association-Edmonton Region Board of Directors for the 2020/2021 term.

\_\_\_\_\_  
Nominator Signature

\_\_\_\_\_  
Nominee Signature

- I, the nominee, acknowledge all information provided in the nomination package will be released to the membership in the AGM package as part of the election process and my biography will be published on the website and in newsletters leading up to the election.

# SKILLS & DIVERSITY MATRIX

Please complete the table below following this legend

Primary Skillset / Experience	1
Secondary Skillset / Experience	2
Limited or No Skillset / Experience	Blank

<b>MEMBERSHIP DESCRIPTOR</b>	
Large Builder (more than 75 units per year)	
Small Builder (less than 75 units per year)	
Multi-Family Builder	
Infill Builder	
Renovator	
General	
Developer	
<b>CHBA INVOLVEMENT</b>	
Prior Board Experience (with CHBA-ER)	
Committee Experience – less than five years	
Committee Experience – more than five years	
Government Relations Committee	
Builder Technical Committee	
<b>KNOWLEDGE / SKILLS</b>	
Accounting/Finance	
Marketing / Communications	
Building Science/Technical	
Planning Regulation	
Senior Leadership/Decision Maker	

\_\_\_\_\_  
Nominator Signature

\_\_\_\_\_  
Nominee Signature