



CALL FOR NATIONAL BOARD OF DIRECTOR NOMINATIONS

For more details on the nominating process please consult the by-law section 5 located [here](#):

National Board Composition (By-law 4.2)

The Board of Directors shall be comprised of:

- 4.2.1 Six directors representing the regular members, one from each region. These regional directors shall be elected by all members in the applicable region. If regional director positions cannot be filled by regular members, nominations from the associate member class can be considered. Individuals may only hold one position on the Board of Directors.
 - One director from the British Columbia region
 - One director from the Alberta region
 - One director from the Prairie region (MB, SK & Thunder Bay)
 - One director from the Ontario region (excluding Thunder Bay)
 - One director from the Quebec region
 - One director from the Atlantic region (PEI, NS, NL, NB)
- 4.2.2 Four directors elected “at large” (candidates may be from any class of membership and shall be elected via ballots cast by all members)
- 4.2.3 One director representing the monitoring community (elected by associate members)
- 4.2.4 One director representing the vendor community (elected by associate members)
- 4.2.5 Up to four directors may be appointed at the discretion of the Board of Directors (i.e. Past President)

Role of a National Board Director:

CANASA relies on volunteer leadership to help advance its goal to promote CANASA as the voice of the security industry. Specifically, the role as a National Board Director is to:

- Determine organizational priorities and strategic objectives by constantly monitoring internal and external trends and member needs
- Establish and monitor policies on executive authority and governance processes to ensure accountability
- For additional information consult the by-law located [here](#):

Board members are expected to:

- Participate on other committees or councils
- Give National Board updates to their local Regional Councils
- Be visible at/attend CANASA events
- Attend all meetings. Board members can be removed if they are absent for more than two consecutive meetings

National Directors' time commitments for the two-year term are as follows*

| DATE | FORMAT/LOCATION | FOCUS/SCHEDULE |
|--|---|---|
| 2023 | | |
| June 14, 2023 9am – 5pm PDT | Annual General Meeting, Richmond, BC / Virtual (Security Canada West – June 14)** | AGM 5:10 am to 5:45 pm Pacific Time <ul style="list-style-type: none"> 2023-2025 Election Affirmation Appointment of Board of Directors Approval of financial statements & auditors Award presentations Joint Transition Past/New Board Meeting 5:45 am to 6:30 pm Pacific Time <ul style="list-style-type: none"> Transition discussion for new board New Board Training- TBD based on turn over Election of Executive Committee (new board only) Appoint Committee Chairs for 2023-2024 |
| August 24, 2023 11am – 1pm EDT | Videoconference | <ul style="list-style-type: none"> Update meeting |
| October 24, 2023 11am – 1pm EDT | Videoconference | <ul style="list-style-type: none"> Approve 2024 business plan Review 2024 draft budget |
| December 7, 2023 11am – 1pm EST | Videoconference | <ul style="list-style-type: none"> Approve 2024 budget |
| 2024 | | |
| February 22, 2024 11am – 1pm EDT | Videoconference | <ul style="list-style-type: none"> Approval of financial statements – note date for approval of 2024 audited financial statements TBD based on the audit timeline, will be determined by January 2024. |
| Audit Financial meeting TBD – will be before the AGM | Annual General Meeting & Security Canada East, Laval, QC** (April, date TBD) | Board Meeting day before Security Canada East <ul style="list-style-type: none"> Approval of financial statements Approval of auditors AGM 9am day of Security Canada East <ul style="list-style-type: none"> Approval of financial statements Approval of auditors Award presentations |
| July 24, 2024 11am – 1pm EDT | Videoconference | <ul style="list-style-type: none"> Update meeting Review Committee Chairs |
| October 2024 2:30 pm – 4:30 pm EDT | Toronto (Security Canada Central – October, date TBD)** | <ul style="list-style-type: none"> Approve 2025 business plan Review 2025 draft budget |
| December 5, 2024 10am – 2pm EST | Videoconference | <ul style="list-style-type: none"> Approve 2025 budget |
| 2025 | | |
| February 20, 2025 11am – 1pm EDT | Videoconference | <ul style="list-style-type: none"> Approval of financial statements |
| June 2025 9am – 5pm PDT | Annual General Meeting, Richmond, BC / Virtual (Security Canada West – June, date TBD)** | AGM 5:10 am to 5:45 pm Pacific Time <ul style="list-style-type: none"> 2025-2027 Election Affirmation Appointment of Board of Directors Approval of financial statements & auditors Award presentations |

| | | |
|--|--|---|
| | | Joint Transition Past/New Board Meeting 5:45 am to 6:30 pm Pacific Time <ul style="list-style-type: none"> • Transition discussion for new board • New Board Training - TBD based on turn over • Election of Executive Committee (new board only) • Appoint Committee Chairs for 2023-2024 |
|--|--|---|

*Schedule is subject to change based on the demands of the Association.

**The hosting of in-person meetings will be discussed by the Board on an ongoing basis, a virtual option will always be provided. Board travel is not currently included in the Association's budget.

Nomination Process:

The Nominating Committee is responsible for presenting a Board of Directors slate to members to ensure the Canadian Security Association (CANASA) is governed with excellence and vision and has begun the process.

On February January 31, 2023 the National Board appointed the following individuals, all of whom have accepted the mandate, of participating as members of the Nominating Committee (for a one-year term):

- Don Budden (Chair), Atlantic Security Automation Partners Canada, Inc.
- Francis Dugré, Kantech (Johnson Controls)
- Valerie Michetti, HID Global
- Chris Welling, SecurTek Monitoring Solutions.

CANASA's By-law states that these individuals may not stand for election onto the National Board (but they may be appointed).

Nominating Procedure:

- a) No later than *February 15, 2023*, the Nominating Committee shall seek in writing to Members, the names of eligible Members to consider for possible nomination as Directors for the available positions. This notice will include an application for potential Directors.
- b) Applications to the Board of Directors must be signed by the applicant and received before *March 17, 2023* at 5pm ET.
- c) The Nominating Committee shall consider all applications and the proposed slate of Directors will be circulated to all Members, no later than *April 14, 2023*.
- d) After the slate has been circulated, should a Member wish to stand for election for a position, they shall obtain a nomination form from CANASA. The nomination form, signed by at least five voting Members, may be submitted to the Nominating Committee within 15 days of the date of the slate announcement.

Questions?

At any time throughout this process, you can contact Nominating Committee Chair Don Budden by calling +1-902-482-1213 or emailing nomination@canasa.org



NATIONAL BOARD OF DIRECTOR APPLICATION

APPLICANT NAME: _____

CURRENT EMPLOYER: _____

JOB TITLE: _____

YEARS OF EXPERIENCE IN SECTOR: _____

PHONE: _____

E-MAIL: _____

LINKED IN ADDRESS: _____

☐ My Employer has approved my participation in the National Board

CANASA POSITION CURRENTLY APPLYING FOR (Select all you are interested in/eligible for):

- ☐ BC Representative
- ☐ Alberta Representative
- ☐ Prairie Representative (MB, SK & Thunder Bay)
- ☐ Ontario Representative (excluding Thunder Bay)
- ☐ Quebec Representative
- ☐ Atlantic Representative (PEI, NS, NL, NB)
- ☐ Monitoring Community Representative
- ☐ Vendor Community Representative
- ☐ Director "At large" (4 positions available)

APPLICANT SIGNATURE: _____ DATE: _____

Application must be received no later than Friday, March 17th, 2023 at 5:00 p.m., ET. via email to Don Budden, Chair of the Nominating Committee at nomination@canasa.org

NATIONAL BOARD OF DIRECTOR CRITERIA

The Nominating Committee will review the following factors when considering applicants for possible nomination as Directors on CANASA's National Board. Please rate your level of competence for each item with 5 being the highest rating.

Board Core Competencies

1. Governance

| Competency | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Demonstrates an understanding of the distinction between governance and management and acts appropriately in a governance role. | | | | | |
| Shows a good appreciation of the Association's mission and strategic plan; able to evaluate and provide insight into strategic direction. | | | | | |
| Contributes to the achievement of the Association's objectives by effectively applying knowledge, experience and expertise to the issues confronting the Association. | | | | | |
| Provides insights into Board effectiveness and identifies opportunities to enhance Board application of governance models and theoretical frameworks. | | | | | |

2. Knowledge and Judgment

| Competency | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Demonstrates adequate knowledge of the profession to understand and question the assumptions upon which the Association's business plans are based. | | | | | |
| Demonstrates sufficient knowledge of financial matters to judge financial indicators of the Association's performance. | | | | | |
| Appropriately questions data and information presented to the Board for its deliberations. | | | | | |
| Demonstrates an ability to identify the costs, benefits and risk implications of Board decisions. | | | | | |

3. Participation and Preparation

| Competency | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Evidences diligent preparation for meetings (is prepared, knows material and actively participates). | | | | | |
| Arrives on time, is attentive and present for the duration of all meetings. | | | | | |
| Available when needed, accessible and approachable. | | | | | |
| Accepts and volunteers for tasks and related work that furthers the strategic direction of the Association. | | | | | |

4. Communication

| Competency | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Respects the confidentiality of the Association's business information and the deliberations of the Board. | | | | | |
| Contributes meaningfully and knowledgeably to Board discussions, providing valuable input and advice to management. | | | | | |
| Expresses views frankly and openly in Board meetings. | | | | | |
| Listens to, respects and encourages the expression of opinions by other members. | | | | | |

5. Teamwork

| Competency | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|
| Demonstrates a high standard of personal values and ethics and expects ethical behaviour by members of the Association. | | | | | |
| Interacts well with other Board members, staff and membership as appropriate. | | | | | |
| Shows sensitivity to complex relationships that exist among governments, the Association, special interest groups, the Board President and Executive Director. | | | | | |
| Understands the importance of solidarity in Board decisions, even though the Director may not agree with the decision taken. | | | | | |

6. Overall Board Performance

| Competency | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|
| Makes a positive contribution to the long-term viability of the Association as a professional association and the succession of the Board. | | | | | |
| Demonstrates an ability to assist the Board in meeting the strategic objectives of the Association. | | | | | |
| Contributes to consensus-building and decision-making by consensus. | | | | | |
| Shows an understanding of and willingness to respond to members' needs. | | | | | |
| Contributes to the overall effectiveness of the mission and preferred future of the Association. | | | | | |

7. Additional Candidate Information

1. Do you have the time and availability to attend the meetings listed above? ☐ Yes ☐ No
2. In addition to meeting attendance do you have 2-3 hours per meeting (total of approximately 18 hours annually) available for pre and post meeting preparation/ activity? ☐ Yes ☐ No
3. Give a brief description of your background in the security industry:

4. Have you ever sat on this National Board or any other volunteer board? ☐ Yes ☐ No
If yes, provide details:

5. What is your motivation for joining the National Board of Directors?

6. What do you hope to accomplish or receive from your experience as a Board Member?

7. What skills or expertise can you offer or provide to the National Board?

If you are new candidate (not a returning Board Member Candidate), a member of the Nominating Committee will be calling you to discuss participation on the National Board as well as answer any questions you might have. Please indicate a few 30-minute time slots for which you are available during the week of **March 20 –24, 2023**:

| Date | Time | Time Zone |
|-------|-------|-----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Phone number: _____



**CURRENT NATIONAL BOARD OF DIRECTORS
2021 - 2023 TERM**

President/Chair: Anita Brunet, Anixter Security (British Columbia Representative)

Vice President: Neil Jones, Johnson Controls (Alberta Representative)

Treasurer: Brahm Ptack, Corporation Centrale de Sécurité B.P.G. Ltée (Quebec Representative)

Executive Member: Stuart Armour, Affordable Security Systems (Director at Large)

Executive Member: Bob Smith, Alliance Security Team (Ontario Representative)

Directors:

Alan Cavers, Underwriters Laboratories of Canada (By Board Appointment)

Daniel Cyr, Sirix (Director at Large)

Trask Dittburner (Director at Large)

Kevin Leonard, Huronia Alarm & Fire Security Inc. (Monitoring Representative)

Helen Perry-Raycraft, Brigadier Security Systems (2000) Ltd. (Director at Large)

Jonathan Metcalfe, National Industrial Communications Inc. (Prairie Representative)

Roger Miller (Atlantic Representatives)

Luke Raymond (Vendor Representative)