



BOARD OF DIRECTORS CRITERIA AND APPLICATION FORM

The Nominating Committee will review the following factors when considering applicants for possible nomination as member representatives on the ACTA Board of Directors.

Board Core Competencies

1. Governance

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

2. Knowledge and Judgment

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

3. Participation and Preparation

- 3.1. Evidences diligent preparation for meetings (is prepared, knows material and actively participates).
- 3.2. Arrives on time, is attentive and present for the duration of all meetings.
- 3.3. Available when needed, accessible and approachable.
- 3.4. Accepts and volunteers for tasks and related work that furthers the strategic direction of the Association.

4. Communication

- 4.1. Respects the confidentiality of the Association's business information and the deliberations of the Board.
- 4.2. Contributes meaningfully and knowledgeably to Board discussions, providing valuable input and advice to management.
- 4.3. Expresses views frankly and openly in Board meetings.
- 4.4. Listens to, respects and encourages the expression of opinions by other board members

5. Teamwork

- 5.1. Demonstrates a high standard of personal values and ethics and expects ethical behaviour by members of the Association.
- 5.2. Interacts well with other Board members, staff and membership as appropriate.

- 5.3. Shows sensitivity to complex relationships that exist among governments, the association, special interest groups, the Board Chair and COO.
- 5.4. Understands the importance of solidarity in Board decisions, even though the Director may not agree with the decision taken.

6. Overall Board Performance

- 6.1. Makes a positive contribution to the long term viability of the association as a professional association and the succession of the Board.
- 6.2. Demonstrates an ability to assist the Board in meeting the strategic objectives of the association.
- 6.3. Contributes to consensus-building and decision-making by consensus.
- 6.4. Shows an understanding of and willingness to respond to members' needs.
- 6.5. Contributes to the overall effectiveness of the mission and preferred future of the association.

APPLICANT NAME: _____

POSITION: _____

ORGANIZATION: _____

YEARS OF EXPERIENCE IN SECTOR: _____

PHONE: _____

E-MAIL: _____

APPLICANT SIGNATURE: _____

Applicants must include a 200 – 250 word outline providing the Nominating Committee with an overview of their experience and qualifications in relation to the above criteria.

Information must be received by **Friday, April 21, 2017 at 5:00 p.m.**, EDT to the attention of:

*Marilyn Long CTM, Chair of the Nominating Committee, ACTA
226 – 2650 Matheson Blvd. E., Mississauga, ON L4W 4Y9
Fax: (905) 282-9826 E-mail: hcraig-peddie@acta.ca*

NOMINATING COMMITTEE MEMBERS

Nominating Committee Chair:

Marilyn Long CTM
CAA Atlantic

Members:

Sharon Kaendo
Leisure Travel 2000

David Elmy
The Travel Group

2016/2017 ACTA BOARD OF DIRECTORS

Chair

Mary Jane Hiebert (Manitoba /Nunavut Region)
Canada One Travel

Vice-Chair

Marilyn Long CTM (Atlantic Region)
CAA Atlantic

Secretary

Michael Thompson (Appointed)
ISB Canada

Treasurer

Louise Gardiner CTM (Appointed)
Carlson Wagonlit Travel

Members

Anthony Tonkinson (Alberta/NWT Region)
Vision Travel

Liz Fleming (BC/Yukon Region)
North South Travel & Tours Ltd.

Mike Foster (Ontario Region)
Nexion Canada

André Desmarais
AéroportVoyage.com

Sharon Kaendo (Saskatchewan Region)
Leisure Travel 2000

Norman Payne CTC CTM (At Large)
Uniglobe The Premiere Travel Group

Rita Polegri (At Large)
Transat Distribution Canada Inc.

Cyrus Rustamji CTM (Appointed)
Uniglobe The Premiere Travel Group