



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 Associations 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 **March 23, 2015 at 5:00 p.m.**, EDT to the attention of:

*Rob Durant, 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: Robert Durant, W.D. World Travel

Members: Douglas Boyd, AMA Travel
Monique Audet, UNIGLOBE Travel E.C.

2014/2015 ACTA BOARD OF DIRECTORS

Chair

Robert Durant (At-Large)
W.D. World Travel

Vice-Chair

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

Secretary

Monique Audet (Québec Region)
UNIGLOBE Travel E.C.

Treasurer

Andrew Enns (Appointed)
NRG Research Group

Members

Marilyn Long CTM (Atlantic Region / CTC-CTM)
CAA Atlantic

Douglas Boyd (Alberta/NWT Region)
AMA Travel

David Elmy (BC/Yukon Region)
The Travel Group

Mike Foster (Ontario Region)
Nexion Canada

Sharon Kaendo (Saskatchewan Region)
Leisure Travel 2000

Arend Roos (At-Large)
Vision 2000 Travel Group

Michael Thompson (Appointed)
ISB Canada

Lindsay Pearlman (Appointed)
Ensemble Travel Group