

NBNU 2021 ELECTIONS

This is an election year for the following positions and committees:

Two Year Term

1. **1st Vice-President**
2. **2nd Vice-President**

Ones Year Term

1. **President,**
2. **Secretary-Treasurer,**
3. **Finance Committee** – three (3) members to be elected, and
4. **Annual Meeting Operations Committee** – three (3) members to be elected.

If you are interested in letting your name stand for election please submit your nomination form by August 6, 2021 to Sarah Bonnar (sbonnar@nbnu.ca), Executive Assistant at NBNU Provincial Office.

August 6, 2021 is the deadline to receive nominations for the positions of **1st Vice-President, 2nd Vice-President, President** and **Secretary-Treasurer**. Members cannot be nominated from the floor of the AGM for these four (4) positions.

Finance Committee and Annual Meeting Operations Committee - Members can be nominated from the floor of the AGM for these committees. However, if you want your nomination to be published in the *Parasol*, the deadline to submit is August 6, 2021.

INFORMATION ABOUT THE POSITIONS TO BE ELECTED:

1st Vice-President

To be eligible for nomination to the office of vice-president a member must have previously served as an elected member on the Executive Council.

The role of the vice-president shall include, but is not limited to, the following:

- 1) presiding at all meetings when the president is absent;
- 2) acting as interim president, should the president resign, die, or otherwise cease to act until such time as a new president is elected. (If the vice-president is called to act as interim president, a one-month orientation from the past-president and/or the executive director will be provided; interim duties and responsibilities will be directed by the board of directors and a contract will be drawn up.);
- 3) sitting as a member of the board of directors, executive council, and staff relations committee;
- 4) participating as a voting delegate at all meetings of the Union;
- 5) be accountable to the Union through the board of directors; and
- 6) performing other duties as directed by the president and/or the board of directors.

Note: The NBNU vice-president should be aware of all Union policies and be prepared to make decisions on policy interpretation in the president's absence as well as have a general understanding of the operation of all Union committees. The vice-president will be responsible for making an action list during board of directors meetings, executive council meetings and annual meetings. This list will be reviewed at the end of such meetings.

2nd Vice-President

To be eligible for nomination to the office of President a member must have previously served as an elected member on the Executive Council.

The role of the 2nd vice-president shall include, but is not limited to, the following:

- 1) carry out generally the objectives of the Union;
- 2) be a member of the board of directors, the executive council and all other committees as determined by the president and the board of directors;
- 3) be a voting delegate at the annual or special meetings of NBNU;
- 4) be familiar with all contracts;
- 5) participate in all lobbying activities; and
- 6) be the board member responsible for overseeing liaison between NBNU and affiliated labour, community and social networks, health coalitions and all related projects as assigned by the executive committee.

President

To be eligible for nomination to the office of President a member must have previously served as an elected member on the Executive Council.

The role of the president shall include, but is not limited to, the following:

1. presiding at all meetings of the Union;
2. be the official spokesperson of the Union;
3. be ex-officio member of all committees of the Union; with non-voting privileges thereby establishing a link with membership and other committees of the Union (When unable to attend a meeting, the president will appoint a designate.);
4. interpreting the NBNU *Constitution and By-Laws* and policies ensuring that members are aware of and adhering to the foregoing and informing them if non-compliant;
5. be responsible with the Executive Director, for internal and external communications with membership, the public, other unions, organizations, and the government;
6. representing, in conjunction with the executive director, NBNU members on government/ employers' committees on a provincial basis such as Standing Committee on Insured Benefits and Pension Committees;
7. be the NBNU National Officer on the CFNU Board (As the National Officer, they shall be charged with the responsibility of representing the interests of NBNU at meetings of CFNU and shall assist in establishing and maintaining communication between NBNU and CFNU.);
8. presenting reports, as part of their accountability to membership, at all general meetings (board of directors, council and annual meeting) on presidential activities both internally and externally and action on resolutions and motions through *The Parasol*/newsletters and reports;
9. assuming, in conjunction with the executive director, major responsibility for directing the affairs of the Union between board of directors meetings, submitting joint recommendations to the board of directors and acting as the executive director's designate in their absence;
10. conducting the affairs of the Union between annual meetings and accountable for keeping the board of directors informed of all pertinent matters on an ongoing basis and for scheduling an emergency meeting if warranted;
11. developing and maintaining communication with the Nurses Association of New Brunswick (NANB) by referring matters to the Association that fall under its mandate, assisting with scheduling of joint meetings, developing the agenda and recommending items, reporting to membership issues discussed at the joint meetings, attending the NANB annual meeting and that of the Canadian Nurses Association (even numbered years);
12. acting as a signatory on documents and cheques, as required, to conduct Union business (The president is bonded and is a signing officer.);
13. delegating, particularly to the vice-president (or a designate if necessary), duties as directed by the board of directors and reporting such delegation to the board of directors when it occurs; and
14. performing other duties as directed by the board of directors.

Secretary-Treasurer

To be eligible for nomination to the office of Secretary-Treasurer, a member must have previously served as an elected member on the NBNU Finance Committee within the past five (5) years or must have previously served as an elected member on the Executive Council.

The role of the secretary-treasurer shall include, but is not limited to, the following:

- 1) sitting as a member on the board of directors, executive council, staff relations committee and finance committee;
- 2) be aware of the *Constitution and By-laws*, all Union policies and the board of directors' *Code of Solidarity and Conduct*;
- 3) be a voting delegate at all meetings of the Union;
- 4) chairing the finance committee and, in consultation with the director of operations, be involved in all financial matters including the budget process and investments, establishing the time and place for meetings and conference calls, and liaising with the provincial office as needed;
- 5) reporting finance committee meeting outcomes to the board of directors and executive council meeting including a review of the monthly financial statements;
- 6) ensuring that all expenditures above the approved annual budget be directed to the finance committee for a financial implication assessment including approval by executive council;
- 7) being responsible for records of minutes of the board of directors, executive council and annual meeting, and other meetings as directed by the president;
- 8) presenting a report to the annual meeting which includes –
 - a) minutes of the previous annual meeting, or any intervening special meetings,
 - b) the Union's current financial position,
 - c) financial statement(s),
 - d) review of investment portfolio,
 - e) proposed budget and notes,
 - f) any other reports as directed by the board of directors, executive council and finance committee;
- 9) moving motions and resolutions regarding the finance committee meetings and answering questions on budget investments, financial position, and finance committee meetings;
- 10) acting as a signing authority for Union cheques;
- 11) being accountable to the Union through the board of directors;
- 12) ensuring that the budget and financial statements are in compliance with the *Policy Manual* and the *Constitution and By-Laws* of NBNU; and
- 13) ensuring that an NBNU auditor is selected to conduct an audit once a year, that the audited financial statement is signed by the secretary-treasurer and president and that the secretary-treasurer presents the audited statement at the annual meeting.

Finance Committee

The finance committee consists of four (4) members, one of whom shall be the Secretary-Treasurer of the Union, who shall be chairperson, and three (3) members elected from the membership. The past Secretary-Treasurer shall be ex-officio member of this committee for one (1) year. Replacement members may be added to the Finance Committee at the discretion of the Board of Directors.

The role of the finance committee shall include, but is not limited to, the following:

- 1) appointing the past secretary-treasurer as an ex-officio member of the finance committee for one (1) year.
- 2) adding, at the discretion of the board of directors, members to the finance committee;
- 3) recommending, in consultation with the director of operations, an annual budget for approval by the membership, determining criteria for disbursements and recommend to membership how monies will be used, preparing a financial statement for acceptance by the membership, developing and maintaining an investment philosophy for the Union; and meeting on a regular basis to provide interim reviews of the budget and investment portfolio;
- 4) attending the annual meeting of the NBNU at the expense of NBNU;
- 5) assisting the secretary-treasurer in their report to the annual meeting; and
- 6) answering questions on the budget, financial report and investments of NBNU by the members.

Annual Meeting Operations Committee

The annual meeting operations committee is composed of three (3) non-members of the board of directors elected from the membership. The chairperson is elected by and from the members of the annual meeting operations committee. Replacement members may be added to the annual meeting operations committee at the discretion of the board of directors.

The 2nd Vice President will act as ex-officio on this committee and be a resource to committee members.

The role of the annual meeting operations committee shall include, but is not limited to, the following:

Constitution and By-Law changes

- 1) compiling and reviewing submissions for *Constitution* and *By-Law* changes from the membership, clarifying the intent, if necessary, by contacting the submitter and editing the submissions, if necessary; circulating the submissions for *Constitution and By-Law* changes to the membership prior to the annual meeting; and presenting the recommendations for *Constitution* and *By-Law* changes from the membership to the annual meeting;

Resolutions

- 2) dealing with resolutions submitted by individual members, locals, regions and NBNU committees; reviewing the resolutions, clarifying the intent by contacting the mover and editing the resolutions if necessary; ensuring that the resolutions are submitted in writing to the provincial office prior to the designated date for consideration by the annual meeting operations committee; circulating resolutions to membership via *The Parasol* prior to the annual meeting; and arranging a meeting at annual meetings to consider emergency situations;

Nominations

- 3) ensuring that proper nomination procedures are adhered to prior to the election of officers; publishing biographical information about each candidate in *The Parasol*; and
- 4) carrying out other related duties as delegated by the board of directors.

CONSENT FORM
FORMULE D'APPROBATION

I agree to let my name stand for election to the position of: /
J'accepte de me présenter au poste de:

- President / président(e)**

- Secretary-Treasurer / secrétaire-trésorier(ère)**

- 1st Vice-President / 1^e ou 1^{ère} vice-président(e)**

- 2nd Vice-President / 2^e vice-président(e)**

- Finance Committee / comité des finances**

- Annual Meeting Operations Committee / comité des opérations de l'assemblée annuelle**

Name/Nom : _____



NOMINATION FORM/ FORMULAIRE DE MISE EN CANDIDATURE

I agree to let my name stand for election to the position of:

J'accepte de me présenter au poste de :

BIOGRAPHICAL SHEET / BIOGRAPHIE

Name / Nom :

Address / Adresse :

Tel. No. (Home) / No. tél. (domicile) :

Tel. No. (Work) / No. tél. (travail) :

e-mail / courriel :

UNION PARTICIPATION / PARTICIPATION SYNDICALE

Provincial Offices Held / Postes au niveau provincial

Local Offices Held / Postes au niveau local

Work Experience / Expérience de travail

Other Activities / Autres activités

**WHY DID YOU ACCEPT THE NOMINATION? (Maximum 100 words) /
POURQUOI J'AI ACCEPTÉ LA MISE EN CANDIDATURE? (Maximum 100 mots)**

***** PLEASE INSERT A RECENT HEAD AND SHOULDER PHOTOGRAPH.
*** VEUILLEZ INSÉRER UNE RÉCENTE PHOTO FORMAT IDENTITÉ.**

Signature: _____