

**These Forms must be submitted:**

**A. By regular mail or courier:**

**Chief Elections Director**

**Young Professionals of Nanaimo**

**PO Box 291 Stn A, Nanaimo BC V9R 5K9**

**B. By email: [elections@ypnanaimo.com](mailto:elections@ypnanaimo.com), submit by midnight December 28<sup>th</sup>, 2018**

**Candidate's Undertaking**

The undersigned hereby applies to be nominated as a Candidate for election to the executive board of the YPN.

I do solemnly undertake to:

- a. stand for election, and, if elected, to serve as a Director;
- b. observe all the YPN's By-laws, and the rules relating to the elections and the conduct thereof; and;
- c. resign from the Board in the event the Board has determined that as a Director, I have ceased to meet the eligibility requirements, as set out in the YPN's By-laws or if I have met the test of any of the disqualifying criteria, during my term of office.

In order to be eligible for consideration for Nomination, the forms contained in this Application must be completed as required in the Application Handbook; submitted where indicated; and be accompanied by the following documents:

1. A written Statement of Interest, not exceeding 200 words, which outlines the Candidate's reasons for seeking election to the Executive Board of the YPN, and provides the Membership with enough information about the Candidate from a personal and professional perspective. This Statement will be published by the YPN as received, and will be used to inform the Membership about the Candidate in its election materials;
2. A resume which includes disclosures outlining the following:
  - (i) Experience, expertise and qualifications of the Candidate;
  - (ii) Candidate's involvement in community activities; and
  - (iii) Candidate's professional, community or other affiliations or Memberships;
3. A completed Applicant Expertise/Experience Assessment as found on of Pages 2 & 3 of this document;
4. An Application for Nomination Form as found on Page 4 of these forms,
5. Having signed this Application, the Candidate consents to the YPN reviewing any of the Candidate's public and available information for the purpose of determining eligibility of the proposed Candidate for election to the Board. In addition, the candidate acknowledges reception of the Application Handbook and a copy of the organization by-laws.

Dated at \_\_\_\_\_, BC, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Candidate's Signature

**Board of Directors applicant expertise/experience assessment**

The YPN is committed to the principle of a high quality Executive Board, and expects that each Director brings to the Board a certain level of knowledge and experience, demonstrates certain key attributes and adheres to certain principles. The following self-assessment will assist the Nominating Committee in determining the degree of expertise that you bring as a Candidate.

Please indicate your level of expertise/experience by indicating:  
 E (Expert)  
 V (Very competent)  
 K (Knowledgeable) or  
 N/A (Not applicable), next to the items in the following list.

To assist you in answering please refer to the following definitions:

- Expert: You possess a degree/certificate/diploma in the skill area and/or have work experience in that field.
- Very Competent: You have direct experience or significant familiarity with the field as part of your employment or volunteer activities.
- Knowledgeable: You possess knowledge of the basic fundamentals and concepts that are encountered in this skill area.
- Not Applicable: You have no familiarity or experience/expertise in this field.

**Answer the General Expertise section and the Specific Expertise for the role for which you are running:**

<b>General Expertise/Experience Assessment</b>	<b>Rating</b>
Understanding of the YPN’s mission, vision and values	
Awareness of past projects of the YPN	
Fiduciary duties, roles and responsibilities of a Director	
Board knowledge and experience	
Leadership	
Team coordination	
Strategic planning	
Interpersonal skills	
Communication skills	
Organization development	
Awareness of community issues	
Computer literacy	
Technology skills (e.g., Google Drive)	
Job flexibility	

<b>Specific Expertise/Experience Assessment</b>	<b>Rating</b>
<b>PRESIDENT</b>	
Experience leading teams	
Ability to set and meet goals and objectives	
Project management	
Chairing meetings	
<b>VICE PRESIDENT</b>	
Experience leading teams	
Fundraising	
Project management	
<b>TREASURER</b>	
Accounting designation	
Preparation of financial statements	
Budget management	
<b>SECRETARY</b>	
Organization	
Attention to detail	
Creation of meeting minutes	
<b>MEMBERSHIP DIRECTOR</b>	
Marketing	
Sales skills	
Database management	
<b>PROFESSIONAL DEVELOPMENT DIRECTOR</b>	
Event planning	
Professional development topics/issues	
Networking skills	
<b>EVENTS DIRECTOR</b>	
Event planning	
Attention to detail	
Creativity	
<b>COMMUNICATIONS DIRECTOR</b>	
Writing skills	
Social media skills	
Website and web-based tools management	
<b>PUBLIC RELATIONS DIRECTOR</b>	
Media relations	
Community relations	
Marketing	

## Application for Nomination

As Members of the YPN we nominate the following person for election to the Executive Board. As Nominators we meet all of the qualifications outlined in Schedule C of the Application Handbook.

Candidate Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Three (3) Nominators:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_