

June 2010

**NOMINATION OF  
EXECUTIVE OFFICERS**

Nominations are invited for the following CCCN Executive position:

**President-Elect (1 year)**  
**Secretary/Treasurer (2 years)**

The positions are open to CCCN members in good standing. Candidacy for the office of President-Elect will be restricted to those members who have served as a Director of the Council for at least two years.

All nominations are to be signed by the nominee and the nominator on the enclosed form.

Nominees to Executive positions shall submit a résumé including the nominee's background, interest in the CCCN, past contributions to CCCN, reasons for seeking the position, and ideas on the direction that the CCCN should take.

Please submit all nominations and résumés **NO LATER** than **JUNE 30, 2010** to:

June MacDonald, Past-President  
Nominating Committee Chairperson  
774 Echo Drive, Ottawa, ON K1S 5N8

## **PRESIDENT-ELECT**

### **RESPONSIBILITIES**

#### **Specific**

- a. Attends all meetings of the Board of Directors.
- b. Attends all meetings of the Executive Committee.
- c. Shall, in the absence of the President, perform the duties and exercise the powers of the President.
- d. Communicates with the President to obtain background and in-depth understanding of Council activities and professional partnerships.
- e. Holds orientation for new Board members.
- f. Chairs the Nomination Committee and CCCN Recognition Awards Program Committee.

#### **General**

- a. Promotes Council activities at provincial and national nursing meetings.
- b. Carries out such duties as may be delegated by the Board.
- c. Shall be elected and take office at the beginning of the second year of the President's term and shall succeed to the office of President after one year.

## **SECRETARY/TREASURER**

### **RESPONSIBILITIES**

#### **Specific**

- a. Attends all meetings of the Board of Directors.
- b. Attends all meetings of the Executive Committee.
- c. Shall oversee disbursement of the funds of the Council, and shall ensure that full and accurate accounts of all receipts and disbursements are kept.
- d. Prepares in consultation with the President and management staff, the budget for presentation to the Executive Committee.
- e. Present the audited financial statement of the Council.
- f. Shall supervise the recording and custody of all votes and minutes of Council proceedings in the books to be kept for that purpose.
- g. Shall oversee custody of the Seal of the Council, and shall supervise the preparation and custody of other documents pertaining to the activities of the Council.

#### **General**

- a. Promotes Council activities at provincial and national nursing meetings.
- b. Carries out such duties as may be delegated by the Board.

**CANADIAN COUNCIL OF CARDIOVASCULAR NURSES**

**NOMINATION OF EXECUTIVE OFFICERS 2010**

NOMINATION FOR THE POSITION OF: \_\_\_\_\_

**NOMINEE:**

NAME IN FULL: \_\_\_\_\_  
(please print)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ BUSINESS: ( ) \_\_\_\_\_ RESIDENCE: ( ) \_\_\_\_\_

REASON FOR ACCEPTING NOMINATION: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF NOMINEE: \_\_\_\_\_

**NOMINATOR:**

NAME IN FULL: \_\_\_\_\_  
(please print)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ BUSINESS: ( ) \_\_\_\_\_ RESIDENCE: ( ) \_\_\_\_\_

REASON FOR NOMINATING: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF NOMINATOR: \_\_\_\_\_

**PLEASE SUBMIT A RESUME OUTLINING: EDUCATIONAL BACKGROUND, PROFESSIONAL INVOLVEMENT (INCLUDING CCCN), DIRECTION YOU FEEL THE COUNCIL SHOULD TAKE.**

**ONLY CCCN MEMBERS IN GOOD STANDING ARE ELIGIBLE TO BE NOMINEES OR NOMINATORS.**

**PLEASE SUBMIT NOMINATIONS NO LATER THAN JUNE 30, 2010 TO:**

**JUNE MACDONALD, PAST-PRESIDENT  
CHAIR OF NOMINATING COMMITTEE  
774 ECHO DRIVE, OTTAWA, ON K1S 5N8**