



## APPLICATION FOR APPOINTMENT TO THE AIA BOARD OF DIRECTORS

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Every year, three or more Directors complete their term on the AIA Board of Directors. It is the responsibility of the Nominating Committee to propose a slate of new Directors for consideration to the AIA Board of Directors and then to the entire membership at the Association's Annual General Meeting (AGM).

The Association is seeking Directors who will at all times act in the best interests of the entire Association, who will willingly share their own knowledge and expertise, and who are willing and able to devote time and effort to AIA on a volunteer basis. In addition, specific skills that support the goals and strategic direction of the AIA Business Plan will be considered assets. Previous experience as a volunteer, preferably within AIA, will also be a consideration. Being an AIA Director comes with a very significant responsibility and requires attendance at Board Meetings each year (2-3 per year) and availability for conference calls (1-2 per year).

Your application for appointment to the AIA Board of Directors may be made by completing the attached form and submitting it to the attention of Mr. Tony Canade, Chairman of the 2018 AIA Nominating Committee, via email to Tony Canade at [tcanade@assuredauto.ca](mailto:tcanade@assuredauto.ca), by no later than February 1, 2018.

The following attributes are considered valuable in an AIA Director:

### **ACTIVE ASSOCIATION MEMBER**

The candidate should have experience, either currently or in the last three years, of involvement with the Association or a related trade Association. The candidate must be willing to make a three year commitment as a Director.

### **CONDUCTING MEETINGS**

The candidate must be capable of conducting effective meetings and working well within a team environment. Experience coordinating materials and agenda for effective and productive meetings is an asset.

### **COMMUNICATION SKILLS**

The candidate should have excellent written and oral communication skills, as well as strong interpersonal skills.

### **LISTENING SKILLS**

The candidate should display strong listening skills and use them when dealing with the Board as well as staff. Experience in analyzing and coordinating feedback, along with an ability to evaluate recommendations is a benefit.

### **DECISION MAKING & PROBLEM SOLVING SKILLS**

The insight to foresee problems, present concerns and offer solutions is an asset.

### **MOTIVATOR**

The ability to encourage others to speak on important issues and elicit participation from inside and outside of meetings is of great value.

### **INDUSTRY LEADER**

The candidate is perhaps involved in industry activities and initiatives and promotes the industry effectively in public.

### **LEGAL AND FINANCIAL EXPERTISE**

Candidates with a legal and/or financial background would offer on-going assistance to the Board and is considered an asset.

### **KNOWLEDGE AREAS**

Specific areas of knowledge or experience that would be considered assets include:

- Strategic Planning
- Consumer Education Programs
- Government Lobbying
- Experience in Environmental Program Development
- Knowledge of Vehicle Inspection Programs
- Market Research
- Training Program Development
- Experience in the Heavy Duty Market
- Experience in the Tool Manufacture Business





# AIA BOARD OF DIRECTORS APPLICATION FORM

Please complete this form and return to Tony Canade at [tcanade@assuredauto.ca](mailto:tcanade@assuredauto.ca) by February 1, 2018

## SKILLS INVENTORY

Candidate's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Job Title: \_\_\_\_\_

## AVAILABILITY TO SERVE

A Board member serves for 3 years. Do you feel that you will be able to fulfill the time commitment this represents? **Yes**

## BACKGROUND

What education or skills would you contribute to the Board? Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Strategic Planning                       | <input type="checkbox"/> Accounting/Financial       |
| <input type="checkbox"/> Consumer Education Programs              | <input type="checkbox"/> Marketing                  |
| <input type="checkbox"/> Government Lobbying                      | <input type="checkbox"/> Public speaking            |
| <input type="checkbox"/> Environmental Program Development        | <input type="checkbox"/> Communications             |
| <input type="checkbox"/> Knowledge of Vehicle Inspection Programs | <input type="checkbox"/> Legal                      |
| <input type="checkbox"/> Market Research                          | <input type="checkbox"/> Board/Committee experience |
| <input type="checkbox"/> Training Program Development             | <input type="checkbox"/> Membership Issues          |
| <input type="checkbox"/> Experience in the Heavy Duty Market      | <input type="checkbox"/> Other _____                |
| <input type="checkbox"/> Experience in Tool Manufacture           |   |

Please list special talents and expertise that you feel make you a good candidate for Board membership. Please attach additional pages if necessary.

Other Board/Committee Experience \_\_\_\_\_

## AIA INVOLVEMENT (Committees, Divisions, Events, Task Force, etc.):

\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES (Other Directors/members who know you):

\_\_\_\_\_  
\_\_\_\_\_

**\*\*CONFIDENTIALITY\*\*** - All information given is done so in the strictest confidence. Only the names of the Nomination Committee recommendations will be forwarded to the AIA Board of Directors and only those approved for consideration will **be contacted** and presented at the Annual General Meeting.



For more information on AIA Canada, please visit our website at [www.aiacanada.com](http://www.aiacanada.com)