

C.A.E.T. Board of Directors

Position Descriptions

President

1. To support and contribute to the general business undertakings of CAET, Inc.
2. To organize and liaise with at least one major project or program of CAET, Inc. and other Directors during the year of serving the Association.
3. To attend all Board of Directors meetings and Annual General Meetings of CAET, Inc.
4. To communicate frequently with the Vice President and other board members.
5. To carry out the majority of the communications pertaining to CAET, Inc., business & correspondence.
6. To seek the approval of the Board of Directors before undertaking official business of CAET, Inc.
7. To provide copies of all official correspondence to each member of the Board of Directors.
8. To be willing and available to chair the CAET, Inc. Annual General Meeting.

Vice President

1. To support and contribute to the general business undertaking of CAET, Inc.
2. To organize and liaise with at least one major project or program of CAET, Inc. during the year of serving the Association.
3. To attend all Board of Directors meetings and the Annual General Meeting of CAET, Inc.
4. To communicate frequently or as necessary with the President and other board members.
5. To seek approval of the Board of Directors before undertaking any official business of CAET, Inc.
6. To provide copies of all official correspondence to each member of the Board of Directors.
7. To be willing and available to chair the CAET, Inc. Annual General Meeting in the absence of the President.
8. To be willing and available to assume all the responsibilities of the position of President, if the need arises.

Director

1. To support and contribute to the general business undertakings of CAET, Inc.
2. To organize and liaise with at least one major project or program of CAET, Inc. during the year of serving the Association.
3. To attend all Board of Directors meeting and Annual General Meeting of CAET, Inc.
4. To communicate frequently or as necessary with the President and Vice President.
5. To seek approval of the Board of Directors before undertaking any official business of CAET, Inc.
6. To provide copies of all official correspondence to each member of the Board of Directors.
7. To be willing and available to chair the CAET, Inc. Annual General Meeting in the absence of the President and Vice President.
8. To be willing and available to assume all the responsibilities of the position of Vice President if the need arises.

Nomination for Election to the CAET Board of Directors

This form is to be filled out and signed by the candidate and nominating individual, both of who must be members in good standing, of CAET. Please return this form to the Nominations Chairperson at least 60 days prior to the Annual General Meeting. Candidates are also required to complete the candidate profile.

Candidate:

NAME _____ RET# _____

ADDRESS _____

TELEPHONE: HOME _____ WORK _____

FAX _____ E-MAIL _____

I accept the nomination and should I be elected, I will serve as Director of CAET.

SIGNATURE _____ DATE _____

Nominating Individual:

NAME _____ RET# _____

ADDRESS _____

TELEPHONE: HOME _____ WORK _____

FAX _____ E-MAIL _____

SIGNATURE _____ DATE _____

Nomination Seconded By:

NAME _____ RET# _____

ADDRESS _____

TELEPHONE: HOME _____ WORK _____

FAX _____ E-MAIL _____

SIGNATURE _____ DATE _____

Candidate's Profile:

Present position: _____

Major areas of responsibility: _____

Place of training (years): _____

Previous experience: _____

Professional activities (state positions and years of service): _____

CAET: _____

Other: _____

Awards: _____
