



ANNUAL GENERAL MEETING

OF THE ASSOCIATION MEMBERSHIP

2010

Nomination Committee Overview for Candidates:

- 1. Profile of Candidate:** The ideal candidate will be someone who achieves goals they set or others work with them to set. They will take the lead on projects and see them from start to completion. They should have the ability to find efficiencies in systems and share interest in developing systems, either from the ground up or by augmenting existing systems. Working with other volunteers at various association levels (Council, chapters or other associations/ government/industry) will be required from time to time.
- 2. Abilities of Candidate:** The candidate should have or acquire good communication, debating and presentation skills, a desire to work with others, an understanding of the vast experience that 'Architectural Technology' encompasses. Familiarity with reading financial documents and experience with preparing budgets for a portfolio, proposals and writing letters.
- 3. Formal Education:** A candidate should have, or be willing to train in governance of 'not-for-profit' boards, and/or other volunteer board of directors training as available.
- 4. Term:** The term is for 3 years after which the candidate may elect to run again. Eleven meetings per year, 1st Monday of each month. Additional monthly hours are expected to achieve portfolios and communication with membership via e-newsletter, newsletter, reports and correspondence.
- 5. Commitment:** Each candidate will be asked to abide by the Corporation's Act, the AATO Act, AATO Bylaws, AATO Code of Ethics and AATO Policies that the Association and Council have set out to govern the Corporation. As a Director, a Code of Ethics for Directors is also required to be abided by. A confidentiality agreement will be provided for signing to each successful candidate. It is expected that the majority of meetings will be attended in person with an option of teleconference available at the President's discretion. Failure to attend 3 consecutive meetings or cumulative of 4 within one year may result in removal from the Council.
- 6. Notice of meetings:** Due notice will be presented to Council at the first meeting of each year for the following year. Some meetings may be rescheduled at the discretion of the President and Council.
- 7. Deadlines:** Each incumbent Council member will be assigned to a portfolio by the President. A term of reference will be established and presented to Council for acceptance. It is expected that the councillor will operate within the scope of the portfolio and that the councillor will set achievable goals and deadlines for submissions within the portfolio.
- 8. Council Decorum:** It is expected that once Council reaches an informed decision, and a vote has been cast, the whole of Council will move in favour of the decision without internal strife. Items that require further discussion may be enacted if and when the majority so votes. The Association's image is paramount in decorum of Council members at all times.
- 9. Agreement:** We strive to make your time on Council enjoyable and rewarding.

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