



Canadian  
**Hard of Hearing**  
Association  
NEWFOUNDLAND & LABRADOR

## Nomination Form

# CHHA-NL Board of Directors 2019 - 2020

1081 Topsail Road, Mount Pearl, NL A1N 5G1

Phone: (709) 753-3224 Fax: (709) 753-5640

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## **NOMINATION FORM - CHHA-NL BOARD OF DIRECTORS**

***Important Date: Nomination Deadline: Tuesday, September 10, 2019***

**NAME OF NOMINEE:**

**ADDRESS:**

**PHONE:**

**EMAIL:**

### **PLEASE NOTE: QUALIFICATIONS FOR POSITION:**

Please complete and submit the **Nominee Profile Form** on the next page and any other information which the nominee feels the **CHHA-NL Nominating Committee** should have.

### **ACCEPTANCE:**

I accept this nomination for the position of \_\_\_\_\_ on the Board of Directors of the Canadian Hard of Hearing Association – Newfoundland and Labrador (CHHA-NL), for an initial three-year term. I understand, that I am also entitled to stand for re-election to a second three-year term if desired. Please note the following important qualification criteria from the CHHA-NL By-laws:

***7.3.4d The President and Vice-President of a chapter must be hard of hearing, or parents or guardians of hard of hearing persons.***

**NOMINEE:** \_\_\_\_\_

**NOMINATED BY MEMBER:** \_\_\_\_\_

**Fax, mail, or e-mail your Nomination and Nominee Profile Forms to:**

**CHHA-NL Nominations Committee  
Canadian Hard of Hearing Association NL  
1081 Topsail Road  
Mount Pearl, NL A1N 5G1  
E-mail: [info@chha-nl.ca](mailto:info@chha-nl.ca) Fax: (709) 753-5640**

Please visit our website at [www.chha-nl.ca](http://www.chha-nl.ca) for more information about the association and the expected duties of board directors. You can also contact the Executive Director, Leon Mills Phone at (709) 753-3224 or by Cell at (709) 689-8239.

**NOMINEE PROFILE FORM - CHHA-NL BOARD OF DIRECTORS 2019-2020**

**NAME:**

**ADDRESS:**

**PHONE:**

**CELL:**

**EMAIL:**

**1. Do you have hearing loss?**

**Yes/No**

**2. Do you wear hearing aid (s), a Cochlear Implant, BAHA or other hearing device?**

**If yes, please provide details:**

**3. Are you now or have you ever been involved with CHHA-NL in any capacity?**

**If yes, please provide details:**

**4. Please provide a brief outline of your work experience and skills acquired:**

**5. Please provide an outline of your volunteer experience and achievements:**

### **NOMINEE'S STATEMENT OF INTEREST**

**Please provide a brief statement (up to 500 words) explaining your interest in serving on the CHHA-NL Board of Directors and furthering the work of CHHA-NL. Describe the particular skill sets and experience you have that you believe would be helpful to the association.**

**Fax, mail, or email your Nomination and Nominee Profile Forms to:**

**CHHA-NL NOMINATIONS COMMITTEE  
Canadian Hard of Hearing Association NL  
1081 Topsail Road  
Mount Pearl, NL A1N 5G1**

**Tel: (709) 753-3224 Fax: (709) 753-5640 Email: [info@chha-nl.ca](mailto:info@chha-nl.ca)**

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## **INFORMATION PACKAGE – To Accompany CHHA-NL Nomination Form**

The CHHA-NL Nominating Committee is responsible for recruiting individuals that possess the necessary skills that match the identified needs of the association, and also complement the skill sets of our existing Directors. Each year at this time CHHA-NL recruits volunteers interested in serving as board members.

### **ABOUT THE ASSOCIATION**

CHHA-NL is an association, a not-for-profit, charitable agency and self-help organization that provides a variety of programs and services for hard of hearing and late-deafened consumers across the province of NL, whose primary operations and provincial offices are located in Mount Pearl, NL. CHHA-NL began as the Newfoundland Hearing Association (NHA) in 1984, and later became the Canadian Hard of Hearing Association-Newfoundland Chapter (CHHA-NC), when it joined the Canadian Hard of Hearing Association in 1994. The name was finally changed to the Canadian Hard of Hearing Association-Newfoundland and Labrador (CHHA-NL) in 2004 to reflect the official name change for the province.

The association is run by, and for, hard of hearing people of the province. Its operations are guided and conducted through the efforts of a Board of Directors, an Executive Director, Director of Fund Development, Director of Programs and Services, Coordinator of Education and Awareness, Coordinator of Client Services, Coordinator of Programs & Services, Manager of Fund Development, an Administrative Assistant, a Fund Raising Assistant, and other contractual staff who are employed as needed. It should be noted that all staff positions of the association have been created and funded through the fundraising efforts of the association.

### **MISSION**

The Canadian Hard of Hearing Association Newfoundland and Labrador (CHHA-NL) is a charitable organization committed to the prevention of hearing loss and delivery of programs and support services that promote better hearing, communication, and quality of life for people with hearing loss in Newfoundland and Labrador.

### **VISION**

Better Hearing for Everyone!

## **Ten Basic Responsibilities of Non-profit Boards of Directors**

1. Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Support and evaluate the Chief Executive Officer or Executive Director. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. Monitor, and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
10. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

**References:** Richard T. Ingram, *Ten Basic Responsibilities of Nonprofit Boards, Second Edition* (Board Source)

### **Specific skills and abilities desired in a CHHA-NL Board Member:**

It is the goal of the **CHHA-NL Nominating Committee** to recruit individuals who can bring one or more of the following skills to our Board of Directors:

- knowledge of (or desire to learn) hearing loss and related issues;
- skills and experience in developing policy (CHHA-NL operates as a policy based association);
- financial skills (ability to understand various financial reporting documents)
- leadership ability and potential to assume an Executive Role (President, Vice-President, Secretary, Treasurer)
- be a citizen in good standing and be able to obtain a RNC Clearance Certificate;
- commitment and ability to assist with development and/or identification of revenues for the association or ability to connect the organization with other community resources

### **Recruitment, Nomination, Election and Orientation Process**

Recruitment is the process of finding new volunteers to fill positions within the CHHA-NL's organizational structure by the **CHHA-NL Nominating Committee**. As a non-profit organization, the success of CHHA-NL is directly related to the commitment and skills of the volunteers it recruits. The **CHHA-NL Nominating Committee** consists of three members, one (1) of whom is the President of the CHHA-NL Board of Directors. Meetings of the Nominating Committee are held at the discretion of the Chairperson of that committee. A formal orientation process is provided to all new members of the CHHA-NL Board of Directors and participation is mandatory.

**Nomination Process** - Please note that nominations **will not** be accepted from the AGM floor.

**All nominees are required to complete and submit a Nomination and Nominee Profile Form (see attached), to the attention of CHHA-NL Nominating Committee on or before 4:30 pm on Tuesday, September 10, 2019. Fax, mail, or email your Nomination and Nominee Profile Forms to: (see next page)**

**CHHA-NL NOMINATIONS COMMITTEE  
Canadian Hard of Hearing Association NL  
1081 Topsail Road**

**Mount Pearl, NL A1N 5G1**

**Tel: (709) 753-3224 Fax: (709) 753-5640 Email: [info@chha-nl.ca](mailto:info@chha-nl.ca)**

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### **Election Process:**

**The Annual General Meeting of the CHHA-NL will be held at 6:00pm on Wednesday, September 25, 2019 at the St. John's Housing and Homelessness Network, 77 Charter Avenue, in St. John's.** Individuals nominated to the Board of Directors **are required to attend** the Annual General Meeting (unless excused for good reason), and shall be given the opportunity to speak, if they choose, to their nomination for a **maximum of three minutes.**

**Directors shall be elected or appointed to the Board of Directors of CHHA-NL for an initial three-year term as follows:**

Directors shall be elected by Members at the Annual General Meeting, with the nominees receiving the larger number of votes being elected. Elections will be held by secret ballot from voting by regular members of the Chapter who are present at the meeting or who have submitted an approved Proxy Voting Form (included with this mailing package).

### **Board Orientation:**

Once elected or appointed to the **CHHA-NL Board of Directors**, all new directors must participate in an orientation process that is conducted by the President, Art Norris, and the Executive Director, Leon Mills. The orientation will occur at a date and time that is mutually agreeable, however, it is expected that the orientation will take place prior to the first regularly scheduled meeting of the **CHHA-NL Board of Directors 2019-2020.**

**CHHA-NL's current Board of Directors Include:**

**President – Art Norris, President & Vice-President (Elect) – Open, Secretary – Michelle Edwards, Treasurer – Carrie Frizzell, Past-President – Bob Young, Directors – Myrtle Barrett, Darlene Ryan, Jennifer Brown, Leanna Rowe, Jessica Flynn.**

### **ANNUAL GENERAL MEETING PACKAGE AND ANNUAL REPORT**

In preparation for its **Annual General Meeting (AGM)**, CHHA-NL produces an Annual General Meeting Package, which will include a copy of both its annual report and audited financial statements, and these will be distributed at the AGM. Once the meeting has been completed, these documents will be posted to the CHHA-NL website at [www.chha-nl.ca](http://www.chha-nl.ca) for access by the members not present at the meeting, the general public, and other interested parties.