

**International Society of Certified Employee Benefit Specialists (ISCEBS)  
Southwestern Ontario Chapter  
Nominating Committee Report – November 23, 2017**

**Committee Members**

The Nominating Committee consisted of Trudy Parker, Sharon Piesz, Tammy Phelps and George Elliott. Tammy Phelps and George Elliott stepped aside due to a potential conflict of interest.

**Committee Meetings**

The Nominating Committee met in June and again in July to identify CEBS candidates to fill various positions on the Board of Directors in 2018. The requirement of this Committee is to bring forward names of interested individuals to fill the following positions for 2018:

- President
- Vice President
- Secretary
- Treasurer
- Board members at large

An email was sent to the 2017 Board members on June 16, 2017, asking all current Board members to indicate their intention to remain on the Board in 2018. Another reminder was sent on June 27, 2017.

An email announcement was sent out by ISCEBS on August 21, 2017 to their database asking for individuals to step forward. To our knowledge, no one indicated interest to that email.

**Proposed Criteria for Board Participation**

Specific criteria have been outlined by the ISCEBS Governing Council when selecting their Board members. In addition, the Chapter Handbook indicates criteria for Board members. Therefore, we are recommending the following criteria be used when filling a Chapter Board position:

- CEBS- Executive positions (President, Vice-President and Secretary / Treasurer) must be filled by individuals who hold a CEBS designation.
- GBA, RPA, CMS, Student- Other Board positions may be filled by an individual who has successfully completed at least one exam towards a designation.
- Fellowship: Attaining a Fellowship designation confirms the ongoing commitment to the ISCEBS program and activities.
- Geographic position: The Board should include individuals from across the Southwestern Ontario region.
- Industry: There should be a good mix of backgrounds, representing employers, advisors and carriers.
- Chapter Involvement: Before taking on an Executive position, a Board member should have filled another role on the Board, to ensure the individual is aware of the position's requirements.
- Gender: It is always good to have a decent mix of male and female Board members.

### Positions to be filled in 2018

Below is a summary of the positions available, currently assignments in 2017 and recommendations for 2018.

<b>Position</b>	<b>Current in 2017</b>	<b>Proposed for 2018</b>
<b>President</b>	<i>Carrie Kurtz, CEBS, ISCEBS Fellow</i>	<i>Gail Enever, CEBS</i>
<b>Vice-President</b>	<i>Gail Enever, CEBS</i>	<i>Tammy Phelps, CEBS</i>
<b>Past President</b>	<i>Susan Healey, CEBS, ISCEBS Fellow</i>	<i>Carrie Kurtz, CEBS</i>
<b>Secretary</b>	<i>Michelle Oram, CEBS, ISCEBS Fellow</i>	<i>Carrie Kurtz, CEBS</i>
<b>Treasurer</b>	<i>Sharon Piesz, CEBS, ISCEBS Fellow</i>	<i>George Elliott, CEBS</i>
<b>Membership and Sponsorship Chair</b>	<i>Kim Francis, RPA</i>	
<b>Education Chair</b>	<i>Carol Parsons, GBA</i>	
<b>Public Relations Chair</b>	<i>Michelle Oram, CEBS, ISCEBS Fellow</i>	
<b>Directors at large:</b>	<i>Sandy Edwards, CEBS, ISCEBS Fellow Susan Cranston, CEBS, ISCEBS Fellow, Tammy Phelps, CEBS Bryan Jaklitsch, CEBS George Elliott, CEBS Trudy Parker CEBS Will Justason, GBA,</i>	<i>Sandy Edwards, CEBS, ISCEBS Fellow Susan Healey, CEBS, ISCEBS Fellow Michelle Oram, CEBS, ISCEBS Fellow Sharon Piesz, CEBS Trudy Parker, CEBS Kim Francis, RPA Heather Lackner, GBA</i>

### Timeline for Process

The Annual General Meeting is set for November 23, 2017. As a result, the following deadlines must be met:

- 90 Days Prior to AGM / no later than August 25: An email broadcast was emailed to our membership on August 21, 2017 indicating the Board is looking for new members and for interested individuals to contact the Board Secretary.

- 45 Days Prior to AGM / no later than October 9: The proposed Board candidate listing must be posted to our website. An email broadcast needs to be sent to our current and potential membership indicating who has stepped forward to participate on the Board and to seek additional nominees.
- 30 Days Prior to AGM / no later than October 24: Any additional nominations are to be sent to the Secretary / Treasurer in advance of the AGM.
- 10 Days Prior to AGM / no later than November 13: The final announcement of nominees must be sent out to the membership.

Please note the dates indicated above are the 'latest' dates that tasks can be completed. Tasks could/should be completed a couple days prior to ensure we don't miss any timelines.

Respectfully submitted,

Nominating Committee  
November 23, 2017