

**International Society of Certified Employee Benefit Specialists (ISCEBS)
Southwestern Ontario Chapter
Nomination Committee Report – November 23, 2023**

Committee Members

The Nominating Committee consisted of Carrie Kurtz, Michelle Oram and Tammy Phelps..

Committee Meetings

The Nominating Committee met in August to identify CEBS candidates to fill various positions on the Board of Directors in 2024. The requirement of this Committee is to bring forward names of interested individuals to fill the following positions for 2024:

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

An email was sent to the 2023 Board members on August 9, 2023, asking all current Board members to indicate their intention to remain on the Board in 2024.

An email announcement was sent out by ISCEBS on August 23, 2023, 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 2024

Below is a summary of the positions available, current assignments in 2023 and recommendations for 2024.

| Position | Current in 2023 | Proposed for 2024 |
|---|---|--|
| President | <i>Tammy Phelps, CEBS</i> | <i>Robin Cox, CEBS</i> |
| Vice-President | <i>Vacant</i> | <i>Alicia Hesch, CEBS</i> |
| Past President | <i>Vacant</i> | <i>Tammy Phelps, CEBS</i> |
| Secretary | <i>Heather Crosgrey CEBS</i> | <i>Michelle Oram, CEBS</i> |
| Treasurer | <i>Carrie Kurtz, CEBS</i> | <i>Lindsey Tomlin CEBS</i> |
| Membership and Sponsorship Chair | <i>Alicia Hesch, CEBS</i> | <i>Alicia Hesch, CEBS</i> |
| Education Chair | <i>By committee</i> | <i>By committee</i> |
| Directors at large: | <i>Michelle Oram, CEBS Robin Cox, CEBS Lindsey Tomlin, CEBS</i> | <i>Carrie Kurtz, CEBS Rose Harburn, CEBS</i> |

Timeline for Process

The Annual General Meeting is set for November 23, 2023. As a result, the following deadlines must be met:

- 90 Days Prior to AGM / no later than August 25, 2023: An email broadcast was emailed to our membership on August 23, 2023, 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, 2023: 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.
- 10 Days Prior to AGM / no later than November 13, 2023: 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,

Nomination Committee
November 23, 2023