



**NOTICE OF ELECTION
BOARD OF DIRECTORS
Annual General Meeting in Portland,
Oregon**

Sunday, June 9th, 2019 @ 11:00 am

Meeting Room: Skyline 1

Hilton Downton, 921 6th Ave SW, Portland

Dear CRWEF Members:

In accordance with the By-Law no. 9 of the Canadian Right of Way Education Foundation (the Foundation), the Board of Directors, of whom a majority shall constitute a quorum, shall manage the property and activities of the Canadian Right of Education Foundation (CRWEF).

As indicated in the Special Resolution of the Board of Directors, to be approved by the membership at the Annual General Meeting of the Foundation on June 9th, 2019 in Portland Oregon, the Board of Directors of the Foundation shall be comprised of the following persons:

**President of the Canadian Right of Way Education Foundation
Vice-President of the Canadian Right of Way Education Foundation
Secretary of the Canadian Right of Way Education Foundation
Treasurer of the Canadian Right of Way Education Foundation
Chair of Region 8
Vice-Chair of Region 8
Chair of Region 10
Vice-Chair of Region 10**

The President, Vice-President, Secretary and Treasurer serve as Directors by virtue of their office held in the Foundation and are elected at an annual meeting of members, and their terms as Directors commence upon their election and cease on expiration or termination of their term.

The Region Chairs and Vice-chairs serve as Directors by virtue of their office held in their designated Region and their terms as Directors shall commence upon their election to said offices in their designated Region and shall cease on expiration or termination of their term in said office.

The term of office of following positions will expire in 2019 and as such are available for nomination:

**President of the CRWEF
Vice-President of the CRWEF
Secretary of the CRWEF
Treasurer of the CRWEF**

The following is a description of the duties associated with each position.

PRESIDENT:

- Executive head of the CRWEF.
- Provides annual report to the International Right of Way Association (IRWA) Board of Directors.
- Generally, oversees, directs and coordinates all business activities of the CRWEF.
- Responsible for the overall fiscal management of fund accounts.
- Acts as the primary contact between the CRWEF and:
 - IRWA Executive Committee
 - IRWA headquarters staff (Executive Vice President, Accountant)
 - International Professional Development Committee (IPDC)
 - President of the Right of Way International Education Foundation
- Reviews and circulates all requests for educational funding.
- May commit and/or pledge up to and including \$75,000 in any given year with the approval of a majority of the CRWEF BOD obtained verbally, by fax or email.
- Prepares and presents a report (in person and/or in writing) on behalf of the CRWEF BOD at the Spring and Fall Forums for Regions 8 and 10.
- Prepares/circulates agendas, plans and conducts the CRWEF Annual General Meeting (“AGM”) of members in June of each year.
- Prepares and presents a report (in person) on behalf of the CRWEF BOD to the IRWA BOD at the IRWA AGM.
- In conjunction with the CRWEF BOD, seeks willing and competent individuals for upcoming nomination and election to CRWEF offices.

VICE PRESIDENT:

- Reports to the CRWEF President.
- Responsible for managing the CRWEF Sponsorship Program
- Responsible for the organizing and planning of the CRWEF exhibit booth at the Annual IRWA Education Conference
- Acts in place of the President as and when required.
- Plans for coming term as President.
- Assists the President in planning, coordinating and carrying out special projects.
- Responsible for planning and marketing fund raising initiatives including golf tournament participation, auction item information and chapter fund raising.
- Seeks, encourages and recommends individuals to the IPDC in becoming new instructors, course developers, or course reviewers.
- Assists in seeking willing and competent individuals for nomination and election to CRWEF offices.

TREASURER:

- Maintains control and custody of the corporate funds and securities and keeps full and accurate accounts of receipts and disbursements in books and

- database belonging to the Corporation.
- Deposits all moneys and other valuable effects in the name and to the credit of the Corporation and in such depositories that may be designated by the board.
- Disburses the funds of the Corporation as may be approved by the Board or the President ensuring proper vouchers/invoices are received from vendors.
- Prepares in coordination with the Vice-President, all CRWEF financial reports and statements for reporting purposes throughout the year.
- Receives all donations, funds and services from members and depositing such into accounts.
- Ensures that financial statements are available for distribution to membership at the CRWEF AGM and providing a financial update to the members at the AGM.

SECRETARY:

- Reports to the CRWEF President.
- Responsible for managing the CRWEF Scholarship Program
- Coordinates and organizes the scholarship selection process in conjunction with volunteers.
- Prepares, keeps and circulates all CRWEF meeting minutes and records.
- Prepares Notice of AGM and Notice of Election prior to the AGM and ensures it meets the time requirements to give notice and coordinate with IRWA headquarters to ensure it is posted on the CRWEF page as well as the Corporations website.
- Forwards updated CRWEF Board of Directors and Officers contact list to IRWA headquarters following the AGM.
- Responsible for the Corporations web site and liaison with the web site master to request revisions and ensure the site remains current and up to date.
- Prepares and distributes letters of appreciation to all funding donors.
- Prepares and files annual returns required under the Canada Not for Profit Act

TERMS OF OFFICE:

- | | |
|------------------------|--|
| Secretary: | 2-year term with incumbent prepared to advance, if elected, to the office of Treasurer or Vice-President |
| Treasurer: | 2-year term with incumbent prepared to advance, if elected, to the office of Secretary or Vice-President |
| Vice-President: | 2-year term and shall be prepared to advance, if elected, to the office of President |
| President: | 2-year term |
| Qualifications: | Must be a member in good standing. |

Anyone interested in filling any of the above positions should indicate their intention in writing by May 30th, 2019.

We would request a letter or form of nomination from a member in good standing nominating you to the position. All members nominated for election must also confirm their willingness to do so in writing prior to the Annual General Meeting.

In the event that a position is not contested, the ballot will name the member seeking office and indicate that the member has been elected by that acclamation.

NOTE: As there is a current motion before the membership to split the position of Secretary/Treasurer (approval for which is being sought at the Annual General Meeting) nominees for these positions are requested to indicate their preference for the position of either the Secretary or Treasurer. Should the motion fail to pass, the position title and duties of Secretary and Treasurer will remain as a combined position and the successful nominee will assume the combined position.

Nominations can be sent to the following:

William Giese
billgiese@synergyland.ca
CRWEF President



CANADIAN RIGHT OF WAY EDUCATION FOUNDATION

NOMINATION FORM

This is to inform you that I hereby nominate _____,
to the Position of _____ of the Canadian Right of
Way Education Foundation.

**** Note: If the nomination is for the Secretary and/or Treasurer please indicate the preference of position _____ (Secretary or Treasurer).**

Nominated by: _____

Dated: _____

This is to inform you that I am willing to accept the nomination to the above named
position of _____.

**** Note: By accepting the nomination for the position of Secretary and/or Treasurer you acknowledge that should these positions remain as a combined position, the successful nominee will be required to fulfill the duties of both positions.**

Signed by: _____

Dated: _____