



## Election Process 2022

### Timeline

#### November 10, 2022

- Call for Applications and Nominations sent to members via email and published online.

#### November 24, 2022

- Applications and nominations due.

#### November 25 – 30, 2022

- Board of Directors reviews applications and nominations, and contacts nominees to see if they would like to rise or decline their nomination.
- Board of Directors reviews applicant and nominee qualifications, and selects suitable candidates for vacant positions.

#### December 1, 2022

- Candidate biographies sent to members with voting instructions.
- Candidate biographies published in our quarterly fall e-newsletter and on the website.

#### December 1-31, 2022

- Online voting period:
  - All directors and officers shall be elected by the membership of HDC;
  - Each member is entitled to one vote;
  - Election shall be by a majority of the members of HDC.

### How to Apply / Nominate

- **To complete your application**, be/become a HDC member and submit to healthydancercanada@gmail.com by November 24:
  - A one-page resume;
  - A 200-500 word statement on the position you seek (see below) and how you will contribute to HDC's mission to "foster and facilitate communication and collaboration among the dance community, health professionals and researchers, to enhance the health, well-being and performance of all dancers."
- **To nominate someone** for a vacant position, submit to healthydancercanada@gmail.com by November 24:
  - The name and contact information of the nominee, and position for which they are being nominated (see below);
  - A paragraph stating why you think they would be suitable for the position.



## Positions and Duties

### Directors (two-year commitment)

- Be responsible for the strategic direction (vision, mission, values) and general management of the affairs and business of HDC (operations);
- Attend quarterly meetings of the Board of Directors in person or via teleconferencing;
- Sit on at least one committee.

### Officers

- **Vice President / President-Elect** (four-year commitment) – **we are not seeking a Vice President for 2023**
  - Be/become a member of the Board of Directors (preference is given to someone who is a present or past member of the Board);
  - Assist the President to perform his/her duties;
  - Perform the duties of the President in their absence;
  - May execute any deeds, mortgages, bonds, or other instruments which the Board of Directors has authorized to be executed;
  - Following the term as **Vice President** (one year), be prepared to take on the role of **President** (two years), then the role of **Immediate Past President** (one year).
- **Secretary-Treasurer** (two-year commitment) – **we are only seeking a Treasurer in 2022**
  - This role may be filled by one person, or by two separate individuals (one as Secretary, one as Treasurer)
  - Be/become a member of the Board of Directors (preference is given to someone who is a present or past member of the Board)
  - The **Treasurer** shall be the Chief and Financial Officer of the association, responsible for the following:
    - maintenance of the books;
    - receipt and disbursement of all funds and securities.
  - The **Secretary** is responsible for the following:
    - keeping copies of bylaws and policies
    - keeping record of Board meeting attendance, motions and decisions, and distributing copies of meeting minutes
    - signing, amending and filing official documents.

### Committee Chairs and Committee/Working Group Members (one-year commitment)

*HDC members may apply to serve on a committee at any time during the year. We welcome dancers, dance educators, and healthcare professionals to contribute to the work of our committees.*



- **Black, Indigenous, and Peoples of Colour Working Group**
  - Engage with our board, committees and membership to determine ways HDC can better represent and serve dancers from racialized and marginalized groups.
- **Conference Committee**
  - Coordinate, or assist the Conference Coordinator, to plan and deliver HDC's Annual Conference.
- **Dancer Screening Committee**
  - Develop, review and test the Healthy Dancer Screening tools for use in multiple settings including the clinic and dance studio/school.
- **Financial Development Committee**
  - Develop and revise the strategic plan;
  - Seek relevant funding opportunities.
- **Membership Committee**
  - Coordinate, or assist the Membership Coordinator, to receive and process memberships;
  - Communicate with HDC members.
- **Newsletter Committee**
  - Coordinate, or assist the Newsletter Coordinator, to develop content and design the quarterly e-newsletter.
- **Outreach and Communications Committee**
  - Promote HDC in the community and on social media;
  - Present and communicate HDC initiatives and those of our partners.
- **Resources Committee**
  - Develop, peer-review, edit and/or translate, and disseminate Dance Resources.

*See the HDC Bylaws for more information about the above positions.*