



Canadian Bureau for International Education  
Bureau canadien de l'éducation internationale

# CBIE Nomination Process 2016

## Nomination Form

Welcome to the CBIE 2016 nomination application.

Nominations for the CBIE Board of Directors will be accepted through the summer, until the end of September. Following this, the Nomination Committee will review all nominations and propose a slate of 12 candidates for approval at the CBIE AGM which will be held during the [CBIE Annual Conference](#).

Candidates elected at the AGM will be directors of the Board and commence their term on January 1, 2017. Please note that candidates are elected for a one-year term. Directors may be re-elected and may serve as a director for five (5) consecutive years.

Please complete this form and send to Leah Nord, Director, Corporate Affairs, with accompanying documentation before September 23, 2016 at 23:00 Eastern Time. She can be reached at: [lnord@cbie.ca](mailto:lnord@cbie.ca); 613-237-4820, ext. 304, and can answer any questions about the election process and/or nomination application.

### Nominee Information:

Salutation:

First Name:

Last Name:

Institution:

Title:

Mailing Address:

Phone Number:

Email:

Languages Spoken:

English

French

Other (please indicate):

## Additional Documentation:

Please return this form plus the following documents to complete your nomination:

1. CV
2. Personal Statement: (500 word max)
3. Letter(s) of support (two letters)

Note: In general terms, the Nominating Committee will be assessing candidates based on their knowledge of and experience in the international education sector, as well as their demonstrated leadership skills, for example their prior experience serving on boards. Further note that candidates will be reviewed according to a checklist of desired attributes and skills, which CBIE's Governance Committee has developed in order to ensure that, collectively, the CBIE Board has strong governance capacity. It is therefore important that a candidate's personal statement clearly highlights particular areas where s/he can make a contribution in this regard. Please click here for a full list.

## Confirmation of Institutional / Board / School support:

Note that one candidate per CBIE member may be nominated. To this end, candidates will be asked to confirm that both the President/Executive Head and the CBIE Lead Contact at his/her institution / board / school approves them as the nominee from the respective institution / board / school.

Please note that a nominee needs to inform

- the CBIE Lead Contact at his/her institution / board / school\*
- the President or appropriate Executive Head at his/her institution / board / school
- that she/he putting their name forward for the CBIE Board of Directors.

By checking this box the nominee is confirming that he/she has informed both of the above and that the nominee is approved as the nominee from the respective institution / board / school

*\*For CBIE Lead Contact information, please contact [Leah Nord](#) (613-237-4820, ext. 304)*

## Nominee's Preferred Committee Participation:

The CBIE Board of Directors currently has three standing Committees. Please indicate where the nominee's strength would be value added, noting that more than one committee can be chosen.

Finance and Audit Committee

Membership Relations Committee

Governance Committee

Although efforts will be made to accommodate preferences, note that there are other factors involved, including vacancies available, profiles required etc.