

Join Us!



BOARD OF DIRECTORS NOMINATION PACKAGE

**Canadian Evaluation Society
National Capital Chapter**

**Deadline:
May 12, 2024**

WWW.NCC.EVALUATIONCANADA.CA



ABOUT US



The Canadian Evaluation Society (CES) is a non-profit, bilingual association dedicated to the advancement of evaluation across Canada. As a regional chapter, the National Capital Chapter (NCC) supports CES' overall objectives through activities and events that support local members.



500+ MEMBERS

Largest membership of the 12 regional chapters.



BILINGUAL

Delivers training and communication in both English and French



100 CREDENTIALLED EVALUATORS

Largest number of CEs of the 12 regional chapters



CROSS SECTORAL

62% public sector
23% private sector
15% NFP/education sector



WHAT DOES THE BOARD DO?



Design professional development or networking events



Analyze membership matters and make improvements



Build or maintain partnerships and relationships



Manage board operations

In everything we do, we strive to align our efforts to incorporate principles of bilingualism, reconciliation, equity, diversity, accessibility and sustainability.

NOMINATION PROCESS

The Canadian Evaluation Society National Capital Chapter (CES-NCC) holds elections of its Board of Directors annually in May of each year. Elections are for a **three-year (3) year term** and our fiscal year runs July 1 to June 30 annually.

For the 2024 election period, nominations close **May 12, 2024**. Members can self-nominate but must be supported by two other members of the NCC. An election is required if more nominations are received than open positions available. If an election is required, it will be held electronically at the end of May.

An information session will be held **May 1 at 12 noon** for individuals wanting to learn more about the Board or to ask questions. To sign up, please send an email to cesnccboard@gmail.com to receive the Zoom link.

WHY JOIN US?

- Make a Meaningful Contribution
- Professional Growth
- Shape the Future
- Taylor Swift tickets (ok, so this one isn't true)

EXPECTATIONS

- Input into annual strategic planning session
- Attend and participate in Board and committee meetings
- Advance the Board's work between meetings
- Promote the Board's activities through professional networks



2023-24 CES-NCC Board of Directors

QUESTIONS & ANSWERS



What kind of opportunities are available?

The Board is involved in planning and coordinating activities that support members. This can include:

- Designing or coordinating professional development or networking opportunities for members;
- Building and maintaining partnerships and relationships with key contacts;
- Analyzing existing membership matters (member needs, feedback, barriers) and making recommendations to improve Board activities, events and processes;
- Developing communication lines, marketing materials and social media posts to promote events; and,
- Managing board operations and governance.

In everything we do, we align our efforts and incorporate principles of bilingualism, reconciliation, equity, diversity, accessibility, sustainability.

Am I applying to a specific role or position on the Board?

You're applying to join the Board overall and once the election is complete, the new members along with the existing Board members meet and decide the Chapter's priorities and individual roles at a strategic planning session and develop a workplan.

What could I get out of this experience?

- **Make a Meaningful Contribution:** Share your 'super powers' and help us learn from your experience, perspective and expertise.
- **Professional Growth:** Connect with fellow evaluators and professionals, enriching your knowledge and skills while building valuable relationships across the evaluation community.
- **Shape the Future:** Your ideas can shape the direction of our profession! Board members play a crucial role in setting priorities, designing and implementing activities and helping ensure our organization's success!
- **Taylor Swift tickets** (ok, so this last one isn't true).

How often does the Board meet?

The entire Board meets 8-10 times per year on a monthly basis. Typically, we meet over the lunch hour on items that require discussion or a vote. In addition, to support the Board's workplan, members are also expected to advance the work of the Chapter between meetings. Members are expected to attend all meetings and bring their knowledge and perspective to help implement the Board's workplan.

Does the Board meet in-person or virtual?

Most months, we meet virtually over Zoom. To help deepen our connection as a Board, we hold **two in-person meetings a year** (typically January and early summer). Our early summer session is our all-day strategic planning session to develop the priorities for the year ahead.

What could I expect in terms of a time commitment?

You can expect **at least 2 hours and up to 8 hours per month**, depending on the role you take on and the Committee(s) on which you sit. The amount of time may be more intense at certain times of year. You're also expected to attend an all-day planning session once a year, typically held in June.

Is this a paid position?

Unfortunately, not. We are a volunteer board of a non-profit organization. That said, we are a fun group of people and provide a meal when we meet in-person. In addition, the experience you get serving on a board will be priceless, so you'll probably forget that you're not being paid. 😊

I'm somewhat interested but want to know more. Who can I talk to?

You're in luck! We're holding a virtual information session on **Wednesday May 1, 2024 at 12 noon**. To sign up, send an email to cesnccboard@gmail.com for the Zoom link. Can't make it? No problem! Email us any time and we'd be happy to answer any questions you might have to help inform your decision.

How can I submit my application?

Send your completed nomination package (including your CV) to cesnccboard@gmail.com by no later than **11:59 p.m. on May 12, 2024**.



NOMINEE BACKGROUND

Send your completed nomination package and your CV to cesnccboard@gmail.com by no later than **11:59 p.m. on May 12, 2024**.

Name: _____

Title: _____

Organization: _____

Sector: Public Private Non-for-Profit Academic Other

Email: _____

Telephone: _____

Are you a current CES Member? Yes No

Do you reside in the national capital? Yes No

My CV is attached Yes No

We want diverse experience and encourage both new and seasoned evaluators to join the Board.

How many years of experience do you have in evaluation? 0-3 4-7 7+

In no more than 150 words, provide a personal summary that highlights your education, skills and experience.



NOMINEE BACKGROUND

In no more than 150 words, please describe what you hope to contribute to the Board:

Do you have interests in any of the following areas (select all that apply)

- | | | |
|-----------------------------------|---------------------------------|---------------------------|
| Professional Development/Training | Diversity, Equity and Inclusion | Event planning |
| Networking | Reconciliation | Administration |
| Partnerships | Environmental Sustainability | Finances |
| Outreach/Engagement | Innovation | IT/Information management |
| Communications/Marketing | Process improvements | Governance |
| Social media | | |

None of these are requirements, but we'd love to know if you have any experience, skills or special talents in any of the following areas (select all that apply)

- | | |
|--|---|
| Event planning | Law or ethics |
| Communications / marketing | Relationship/partnership management |
| Website design / social media | Outreach/engagement |
| Graphic design | Agreement development/management |
| Facilitation | Policy, programs, performance measurement |
| Public speaking | Teaching, coaching or facilitating |
| Finances / Accounting | Designing training for adult leaders |
| Audit, risk or human resources | Leadership |
| Information technology (IT) | AI / automation / machine learning |
| Information management | Fundraising |
| Governance | CES Board or Committee experience |
| Strategic planning | Other Board or Committee experience |
| Research or analysis | Other _____ |
| Developing or reviewing guidelines, procedures, by-laws | |
| Reconciliation, diversity, equity, inclusion, environmental sustainability | |

NOMINEE DECLARATION



I, (insert name) _____ hereby am nominating myself to put forth my candidacy to join the Canadian Evaluation Society National Capital Chapter (CES-NCC) Board of Directors for a period of three years starting July 1 of this year.

Support from Chapter members

Please list two (2) members of the CES-NCC who are in good standing (dues have been paid) and who have confirmed support for your nomination. If you do not know two CES-NCC members, please email cesnccboard@gmail.com to discuss how we can support your candidacy.

Chapter Sponsor #1

Name: _____
Title _____
Organization: _____
Email: _____
Telephone: _____

I confirm that I have contacted the above individual and they have confirmed they are a member of the CES-NCC and that they support this nomination.

Chapter Sponsor #2

Name: _____
Title _____
Organization: _____
Email: _____
Telephone: _____

I confirm that I have contacted the above individual and they have confirmed they are a member of the CES-NCC and that they support this nomination.