Friday, March 12, 2010

Re: CALA Board Nominations Request

Nominations are now invited for the following positions on the CALA Board of Directors (BoD):

(1) Quebec Region (Private Sector, or Public Sector) - one (1) position;
(2) Pacific Region (Public) - one (1) position,
(3) Atlantic Region (Public Sector,) - one (1) position
(4) At-Large from any location in Canada - two (2) positions

What is Involved?

• **Time Commitment:** Three meetings per year, which are approximately eight hours in length; documentation review prior to meetings; taking part in our various committees. Other Board duties (e.g. Committee work and teleconferences take several hours per month).

• **Role of the Board:** The Board of Directors, on behalf of the members of CALA, will ensure that CALA offers services for members at competitive prices, and that CALA avoids unacceptable actions and situations. Using the Policy Governance® model, the Board sets and monitors the strategic direction of CALA, monitors CALA efficiency, effectiveness, and results. The Board governs by setting policies for the CEO to follow in running the organization.

• **Expectations:** Adhere to the Policy Governance® model, CALA privacy and ethics codes. Board emphasis is on outward vision, rather than internal administrative detail. We encourage diversity and respect of others’ opinions. Board members are volunteers and CALA pays travel expenses associated with meetings. Attend an orientation session.

• **Benefits of being a part of the BoD:** Enhance the quality of CALA to better serve the testing community. By working as a team for a common goal
you develop your business insight, gain strategic knowledge, and share a deep sense of accomplishment and pride in results.

For more information on being a CALA Volunteer, please see attached brochure.

Nominees must be voting members of CALA (in good standing) and given CALA’s strategic direction and present board composition, we are seeking nominees with the following experience and competencies:

- Policy Governance® Board experience;
- Food sector, upper government or legal experience;
- “Leadership Skills”: effective communication, consensus decision making, marketing, networking & membership linkage, community involvement, political awareness;
- Business Skills”: legal awareness/training, business planning, financial management, policy development and evaluation, marketing; and,
- “Analytical and Conceptual Thinking”: strategic planning, negotiation, desire for continual education/learning.

Nominations must:

a. identify contact information for the nominee,
b. identify both the nominator and seconders, with telephone numbers or email so that CALA staff can verify the nomination, and
c. include a short resume/bio of the nominee.

To submit a nomination please complete:

(1) CALA Director Expression of Interest and Nomination Form (attached)
(2) CALA Director Skills and Knowledge Questionnaire (attached)

Please submit completed nominations forms to Charlette Mallette at cmallette@cala.ca by the close of business on **Friday, March 26, 2010.**

Elections will occur via an electronic vote from April 1st to 12:00 noon EST, April 9th, 2010. Election candidates will be contacted directly with the results following the electronic vote.

C. Charles Brimley, MSc, BEd, AScT
Chief Executive Officer CALA
**VOLUNTEER BENEFITS**

Volunteering with CALA provides you with:

- an exciting opportunity to meet new people, and work with and learn from committed industry professionals. Doors will open for you, as you become part of a network of experts with similar interests and challenges!

- an important voice in shaping the direction CALA programs.

- an invaluable opportunity to learn from other laboratories and bring tangible insights and best-practices into your workplace.

- training opportunities and paid travel throughout Canada, with some positions.

- a chance to keep up-to-date on the latest laboratory quality systems issues, regulatory requirements and conformity assessment standards.

**TIME COMMITMENT**

The choice is yours – depending on the position, volunteers are asked to contribute from as little as 1-2 days yearly right up to travelling to 3 Board meetings yearly.

**WHO VOLUNTEERS?**

From bench analysts, to quality assurance specialists, to industry consultants, to senior laboratory managers, and everyone in between, CALA volunteers represent a wide variety of ages, backgrounds and experience.

---

**For more information on how you can volunteer your time and expertise to CALA please contact us at:**

http://www.cala.ca/comdesc.html

Program Administrator
volunteers@cala.ca

phone: 613-233-5300
fax: 613-233-55501

www.cala.ca

I am proud to have been part of the CALA family for eight years. I recognize the professionalism, dedication and high technical skills our group has and I am always learning from others.

- CALA Assessor

Volunteer Opportunities
**WHAT IS CALA?**

The Canadian Association for Laboratory Accreditation Inc. (CALA) is a non-profit Canadian laboratory accreditation body. It is known for responsive and efficient quality assurance services. Our members participate in rigorous programs of inter-lab comparisons and on-site assessments based on international standards, and benefit from both workshop and web-based training opportunities. Our 5-year goal is to diversify our services while enhancing our position as Canada’s lowest-cost self-sustaining provider of internationally-recognized accreditation services.

**CALA’S MISSION**

To help laboratories achieve and demonstrate the highest levels of scientific and management excellence through the combined principles of Competence, Consistency, Credibility and Communication.

---

**VOLUNTEER OPPORTUNITIES**

<table>
<thead>
<tr>
<th>Position</th>
<th>Time Commitment</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board of Directors</strong></td>
<td>Paid travel to 3 meetings per year (8 hours in length);</td>
<td>You have senior management experience and possess strong People, Business and</td>
</tr>
<tr>
<td></td>
<td>document review prior to meetings; and take part in various Board committees.</td>
<td>Analytical/Problem Solving Skills.</td>
</tr>
<tr>
<td><strong>Accreditation Council</strong></td>
<td>3 year appointment reviewing of an average of 33 accreditation decisions yearly, via the web. One meeting annually.</td>
<td>Appointed by the CEO, your senior management experience is primarily with the Public Sector and not-for-profit corporations.</td>
</tr>
<tr>
<td><strong>Assessor</strong></td>
<td>Paid travel to conduct at least six assessments over a three-year period. Paid travel to attend biennial training refresher session.</td>
<td>With more than 5 years experience, you are an expert in lab management, quality practices, or various technical disciplines.</td>
</tr>
<tr>
<td><strong>Advisory Panel</strong></td>
<td>3 year appointment conducting a technical review of 9 files yearly, on average.</td>
<td>Appointed by the CEO, you are an expert in lab management, quality practices, or various technical disciplines.</td>
</tr>
<tr>
<td><strong>Program Committee</strong></td>
<td>Annually reviewed appointment conducting ad-hoc technical reviews and participating in 4 teleconferences yearly.</td>
<td>Appointed by the CEO, you are an expert in lab management, conformity assessment, or various technical disciplines.</td>
</tr>
</tbody>
</table>
CALA DIRECTOR EXPRESSION OF INTEREST AND NOMINATION FORM

Candidate Name: ____________________________________________________________

Position/Organization: ______________________________________________________

Phone/fax/email: ____________________________________________________________

I have read and understand the obligations, duties and responsibilities inherent in a CALA Board of Director position and hereby agree to let my name stand for election to the Board.

Candidate Signature: ________________________________________________________

Nominators (to be signed by the Nominator and the Seconder)

Name (Nominator): __________________________________________________________

Organization: ______________________________________________________________

Phone/fax/email: _____________________________________________________________

Signature: __________________________________________________________________

Name (Seconder): ____________________________________________________________

Organization: ______________________________________________________________

Phone/fax/email: _____________________________________________________________

Signature: __________________________________________________________________

Mail, email or fax this form along with the completed Skills and Knowledge Questionnaire – F27 and any other complementary information such as your resume (if available) by March 26th, 2010 in confidence to:

CALA Executive Assistant, Charlette Mallette
310-1565 Carling Ave.
Ottawa, ON K1Z 8R1
cmallette@cala.ca
Fax: 613-233-5501
CALA DIRECTOR SKILLS AND KNOWLEDGE QUESTIONNAIRE

Please fill out the following questionnaire that identifies your specific skills on the basis of CALA requirements. Please note that the specific skills, knowledge and experience are required by the board in aggregate and do not necessarily need to be found in each director.

Name: ___________________________ Professional designations: ___________________________

Location of employment (please specify): _________________________________________________

Fluency in (check as appropriate): English ____ French ____

Level of responsibility in your organization (check one):

- Executive management level (e.g. President, CEO, Executive Director, CFO, managing partner, etc.)
- Mid-management level (e.g. Director, partner, etc.)
- Operations level (e.g. Manager, department head, etc.)

Degree of knowledge and/or experience in the following areas (! one in each category):

<table>
<thead>
<tr>
<th>1 degree of knowledge/experience 1 is non, 5 is very high</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing and sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member relations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical expertise</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specify __________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other __________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other information that would highlight skills, knowledge or attributes that you bring to the Board.

________________________________________________________________________________________

________________________________________________________________________________________

Rev 1.0 Page 1