



CALA

Canadian Association for
Laboratory Accreditation Inc.

Building Laboratory
Excellence

Vers l'excellence
dans les laboratoires

Suite 310, 1565 Carling Ave.
Ottawa, Ontario K1Z 8R1

t. (613) 233-5300 f. (613) 233-5501
www.cala.ca

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.

Canadian Association for Laboratory Accreditation Inc.



*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

Position

Board of Directors

Evaluate policy development, program effectiveness, and guide the direction of the company.

Accreditation Council

Responsible for making significant final accreditation decisions.

Assessor

Formally trained by CALA to assess the conformance of laboratories to the ISO/IEC 17025 standard.

Advisory Panel

Review program changes, review information provided by labs in support of programs and to recommend accreditation.

Program Committee

Provide broadly based scientific input to ensure CALA programs continue to maintain high standards and client needs.

Time Commitment

Paid travel to 3 meetings per year (8 hours in length); document review prior to meetings; and take part in various Board committees.

3 year appointment reviewing of an average of 33 accreditation decisions yearly, via the web. One meeting annually.

Paid travel to conduct at least six assessments over a three-year period. Paid travel to attend biennial training refresher session.

3 year appointment conducting a technical review of 9 files yearly, on average.

Annually reviewed appointment conducting ad-hoc technical reviews and participating in 4 teleconferences yearly.

Qualifications

You have senior management experience and possess strong People, Business and Analytical/Problem Solving Skills.

Appointed by the CEO, your senior management experience is primarily with the Public Sector and not-for-profit corporations.

With more than 5 years experience, you are an expert in lab management, quality practices, or various technical disciplines.

Appointed by the CEO, you are an expert in lab management, quality practices, or various technical disciplines.

Appointed by the CEO, you are an expert in lab management, conformity assessment, or various technical disciplines.

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):

! degree of knowledge/experience 1 is non, 5 is very high	1	2	3	4	5
Financial management					
Strategic planning					
Policy development					
Human resources					
Law					
Marketing and sales					
Organizational development					
Member relations					
Information technology					
Operations management					
Technical expertise Specify _____					
Other _____					

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