



BOARD OF DIRECTORS NOMINEE INTRODUCTION

Updated July 17th 2009

An effective board, committed to a purpose and skilled in planning and resource development, is perhaps the greatest asset of a not-for-profit organization. While dedicated and talented staff and/or frontline service volunteers are also a critical part of the team, their time and energy would be wasted without the focus, direction and resources that a board provides.

General Information

The CANADIAN CRAFT AND HOBBY ASSOCIATION (CCHA) is a not-for-profit association incorporated under Section II of the Canada Companies Act. The Association was founded in 1978 and Letters Patent issued to the CCHA on August 23, 1980

In 2006 the Association added the following vision statement "Connecting Sewing and Crafting to the Canadian Lifestyle.

Currently the CCHA has a contract position for a Director of Operations and will seek additional administrative staff as and when needed. We carry insurance for our Directors and Officers.

The CCHA has in the past produced two trade shows annually - in Toronto and in Calgary. The Association offers numerous membership benefits, and promotes consumer awareness programs. The CCHA participates whenever possible at other industry events such as Craft and Hobby Association, based in the United States.

Mission Statement:

"Committed to serving Canada's creative industry on all levels, engaging all participants, suppliers, retailers/purchasers, designers, educators and consumers, with energy and excitement.

What is a Board Member?

The CCHA Board of Directors is a policy governing board. This means that the Board sets policies, gives direction, and articulates the vision for the staff and volunteers to implement. The governing board is the entity responsible for the Association's highest level of decision-making and legal authority. By law, the governing Board has the ultimate accountability for and authority over, the organizations resources and activities. The board must articulate and communicate the organizations vision to the membership and community. The board defines through policy, the parameters of the Association.

Responsibilities of the Governing Board

1. Purpose: establishing the CCHA purpose or mission
2. Continuity: providing continuity for the management and implementation of the CCHA affairs.
3. Progress: setting the rate of progress that the CCHA takes in reaching it's mission.
4. Identity: securing industry support and appreciation for the CCHA objectives, beliefs, vision, mission, and long term direction.

What is expected?

The CCHA has mandatory meetings twice per year; additional meetings are scheduled as the need arises. Annual board meetings normally take place in Calgary unless the board geography dictates a more cost effective location. Additional boards meetings are usually held by phone conference to accommodate geographical diversity of board members.

The CCHA board represents all areas of the membership. An issue to be discussed can be fully examined from all angles. Once elected, you are committing to a three year term of office. Your participation is limited only by your personal efforts and time commitment. Reasonable expenses for travel and accommodation are covered by the association. This includes travel per kilometer reimbursement as needed to attend meetings, to the airport, and parking fees.

Board member offices/committees

Board members are expected to chair a committee. Standing committees and mandates include:

Membership:

To provide quality benefits based upon the needs of the membership.

To promote the growth of the Association through increased membership.

To provide quality information on membership services.

Finance:

To act in a financially prudent manner to ensure the fiscal success of the Association.

Trade show and other association activities:

To ensure the production of a quality, successful events within budgetary guidelines.

To give direction to the Director of Operations and the Board of Directors.

Education:

To provide quality instruction and information to our members in a quality format, within budgetary guidelines.

Website and Communication: (formally publications)

To provide quality information to our members in an appropriate format, within budgetary guidelines.

Oversee website and newsletter content

Long range planning:

To promote the long term success of the Association.

Annual general meeting

The annual general meeting (AGM) is currently held in both Toronto and Calgary and may be limited to one location in the future.. It is required that you attend the meeting most convenient meeting to you. The election of board members takes place at the Annual General Meeting. The first meeting of the new board of directors is held following the Annual General Meeting. You are required to attend or make yourself available by phone if you are unable to attend in person. The election for officers and committee members takes place at this time.

Once you have been elected to the Board a complete board manual will be supplied as well as any other relevant documents you may require. If you would like additional details or have any questions, do not hesitate to ask.

Attached is the Nominee Application. Please complete and return the form as soon as possible.



Nominee Application

Board of Director for the CANADIAN CRAFT AND HOBBY ASSOCIATION

We ask that you supply us with a small picture of yourself to include with your bio.

Nominee: _____

Company: _____

Tel: _____ Email: _____

Date: _____

Have you had previous experience which would compliment your position to the CANADIAN CRAFT AND HOBBY ASSOCIATION Board of Directors?

What do you envision as the CANADIAN CRAFT AND HOBBY ASSOCIATION role in the Creative Industries?

Where do you see yourself contributing to the Board of Directors?

Is there anything else you would like to relay that would contribute to your becoming a CANADIAN CRAFT AND HOBBY ASSOCIATION Board Member?
