

CALL FOR EXPRESSIONS OF INTEREST

SOAR Board of Directors

September 18, 2012



Dear SOAR Constituent,

On Thursday, November 1, 2012 SOAR will hold its Annual General Meeting (AGM) in conjunction with the SOAR Annual Conference (Ontario Room, Macdonald Block, Queens Park, Toronto, ON). At that meeting, the 2012-2013 Board of Directors will be elected. In preparation, the SOAR Election Committee has been mandated to prepare a slate of candidates for presentation to the members during the AGM.

To facilitate the preparation of this slate and to ensure that the process is open and equitable to all SOAR members, this "Call for Expressions of Interest" for SOAR Directors, is being distributed to all SOAR members.

As a Director of SOAR, you would govern and support the Association and its activities through the development and monitoring of the strategic plan and related activities, manage committees for implementation of the plan, and monitor and be responsible for the association's financial position.

Anyone who is interested in sitting on the SOAR Board of Directors is asked to submit a brief letter expressing interest along with the attached form, references and curriculum vitae. This invitation is open to all Chairs, full-time and part-time members and staff of Ontario adjudicative agencies, boards and commissions. It is imperative that you have the support of your agency and/or your senior management, as the case may apply.

COMPOSITION AND COMMITMENT

The SOAR Board of Directors is comprised of 13 Members – 1 President and 12 Directors, consisting of the following positions: a) Three Chairs b) Three Full-time adjudicators c) Three Part-time adjudicators and d) Three Staff. The time commitment includes attendance at a minimum of 10 Board meetings per year (2-2½ hours per month), plus active participation on at least one of the Association's Standing Committees, preparing for and attending Board and Committee meetings (teleconferencing facilities are available), volunteering and completing various individual association tasks, and a willingness to contribute and make a difference.

BENEFITS OF BEING A SOAR DIRECTOR

In return, Directors will have an opportunity to meet many colleagues in the administrative justice community, demonstrate one's leadership skills and further develop individual goals as well as other personal and professional attributes such as speaking in front of groups, and facilitating/chairing meetings. As a Board member you will be introduced to a whole new level of networking and information sharing with fellow members and the chance to strengthen current relationships as well as make new contacts. **This is an opportunity to make a contribution to your professional association and the community, to be challenged, and to develop and share your professional knowledge and expertise.**

Please submit your Expression of Interest letter, form, references and CV no later than 5:00 pm on **Tues. Oct. 9, 2012** to:
SOAR Election Committee
1 Eva Road, Suite 304, Toronto, ON M9C 4Z5
FAX 416-695-9977
E-mail: info@soar.on.ca

In the event that multiple Expressions of Interest are received for any one category, a vote will be held prior to the Annual General Meeting (AGM). Members may only vote once within their own membership category. The SOAR Elections Committee will present a slate of eligible candidates (those who won the advance elections) to the membership at the AGM on Nov. 1st, 2012. Only SOAR members can vote (e.g. individuals who have submitted a membership application form prior to the election notice and who received the election notice directly from SOAR).

All Expressions of Interest will be held in strict confidence. The Election Committee will review all submissions and prepare a slate of candidate Directors for ratification by the members in attendance at the SOAR Annual General Meeting. **NOTE:** All individuals who submit an Expression of Interest will receive a confirmation that their submission has been received. If you have any questions regarding the roles and responsibilities of the SOAR Board of Directors or this process, please do not hesitate to contact me.

Rick Stephenson
Chair, SOAR Election Committee
Associate Chair, Environment and Land Tribunals Ontario - Assessment Review Board
Tel. (416) 326-3584 E-mail: rick.stephenson@ontario.ca

Expression of Interest Form

September 18, 2012



Duties/Responsibilities of a SOAR Director

- A willingness to contribute and make a difference for the Association and the administrative justice community.
- Appropriate preparation and active participation in Board and Committee meetings.
- Attendance at a minimum of 10 Board meetings per year, with a majority being in-person attendance.
- Active participation on at least one of the Standing Committees.
- Volunteer and complete various individual association tasks.
- Work well as part of a team.
- Contribute opinion, feedback and decisions regarding matters discussed by the Board.
- Operate in an environment that defines the role of the Board as being focused on setting policy, governing the association and maintaining a strategic focus.
- Work with a diverse membership base and understanding local/regional issues.
- Ability to eventually be considered for the role of SOAR President.

Time Commitment

The time commitment includes attendance at a minimum of 10 Board meetings per year. Meetings are usually held on a monthly basis and conducted during the day from 2:30-4:30/5:00 pm (teleconferencing facilities are available).

Positions Available

Currently, there are 5 positions available. Please check the Board position for which you are submitting your name (each term is usually for 3 years):

- ☐ Chair (1 position)
- ☐ Full-Time Adjudicator (excluding Chairs) (1 position)
- ☐ Part-Time Adjudicator (2 positions)
- ☐ Staff (1 position)

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Only SOAR members can vote (e.g. individuals who have submitted a membership application form prior to the election notice and who received the election notice directly from SOAR).

Name (please print): _____

Position Title: _____

of Years in Your Position: _____

Organization: _____

Preferred Mailing Address: _____

City: _____ Province _____ Postal Code _____

Telephone (Direct line): _____ FAX _____

Email: _____

- ☐ I agree to the above time commitment and duties/responsibilities and have attached a brief letter of interest, three references and my curriculum vitae including an overview of my experience and qualifications.

Signature

Please **return this completed form**, along with your letter of interest, references and curriculum vitae no later than 5:00 pm on **Tues. Oct. 9, 2012** to:

SOAR Election Committee

Society of Ontario Adjudicators and Regulators (SOAR)

1 Eva Road, Suite 304, Toronto, ON M9C 4Z5

FAX 416-695-9977 E-mail: info@soar.on.ca

**For further information, please contact Rick Stephenson at (416) 326-3584
E-mail: rick.stephenson@ontario.ca**