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01 May 2020

Dear itSMF Canada Member,

In accordance with the Canada Not-for-profit Corporations Act and the current rules defined in the itSMF Canada Bylaws, itSMF Canada is required to hold an Annual General Meeting (AGM) each year for the purposes of considering the financial statements and reports of the Corporation required by the Act to be presented at the meeting, electing Directors, appointing the Public Accountant and transacting such other business as may properly be brought before the meeting or is required under the Act.

The next AGM will be held on Tuesday, June 16, 2020

itSMF Canada encourages its members to actively participate in the management of the organization both at the Branch level and at the Corporate level. This year, itSMF will need to elect Seven (7) positions on its Board of Directors for three-year terms of office, beginning in June 2020. The positions are for **(1) Treasurer, (2) Secretary, (3) Director Digital Presence & Communications, (4) Director Membership Value Proposition, (5) Director Marketing & Sponsoring, (6) Director Digital Transformation and (7) Director Event Planning & Coordination.** Position descriptions can be found here (<https://www.itsmf.ca/Role/>)

Being a volunteer, not-for-profit organization, itSMF Canada expects its Directors to execute their portfolios and perform related operational activities, either directly or indirectly with volunteers. Therefore, a commitment to time availability is a requirement for any candidate interested in running for office. The Board typically meets once a month, with additional time required for approximately three strategic planning sessions per year. Time requirements on a month-to-month basis will vary with the nature of the position but approximately 4 hours per week on average may be required.

Process

Candidates interested in running for a Board position must submit the Candidate Application Form and Personal Statement attached to this document. Incomplete application forms or candidate Personal Statement exceeding 500 words will not be accepted. **Note that information provided in the application form will be made available to voting members to assist them in determining for whom they will vote for each of the available positions.**

Candidates must be members of itSMF Canada and in good standing. Status of membership will be verified. Candidates' applications will be confirmed as accepted, prior to the election, after review by the President, itSMF Canada, and whose decision shall be final. **Please state length of itSMF membership and any previous experience on the Board of Directors, branch management teams or other roles in other associations. This information is very relevant to voting members!**

Candidates' application forms should be emailed to the itSMF Canada Office (admin@itsmf.ca) and must be received by 5:00p.m. EDT on Friday, May 15, 2020.

Yours in service,
 Dani Danyluk
 President, itSMF Canada