



# 2024 Call for Nominations

Dear OHAO Member:

Nominations are now open for the 2024 Board of Directors. I hope you will consider putting your name forward by standing for a board position this year.

The OHAO board of directors is a group of members who have been elected to serve for on the board for a three-year mandate. The board is always looking for new members to put their names forward to serve on the board.

Some of you may have reservations about joining because

- **I don't have experience or qualifications.** No experience or qualifications are necessary. But we do require that you are a member in good standing, refer to attachment A.
- **I don't have time.** The time commitment is not overwhelming, requiring six Board meetings which typically occur virtually. Meeting are typically 2 hours in length, with two longer planning meetings
- **I don't know what my role would be.** Board members each take on one of the board representative positions on the Association's various committees, (i.e. membership, education, newsletter, stakeholder relations, etc).
- **I need more information.** Please review the Board of Directors commitment (*Attachment C*) for an overview of Board of Directors expectations, or, contact Joanna Tam (immediate past president), the OHAO Office ((905) 567-7196 or email: [office@ohao.org](mailto:office@ohao.org) or any other board member for more information.
- **What positions on the board are open?** The Nominations Committee invites eligible OHAO members to submit nominations for president elect, secretary-treasurer or one of 3 director positions (The terms of office, eligibility criteria and position duties are described in *Attachment A*.)

Serving on the Board of Directors is rewarding on both a personal and professional level and I encourage interested members to complete and submit the nomination form by the deadline.

Nominees are required to submit a completed candidate profile (*Attachment B*) by **JANUARY 31, 2024** to:

Nominations Committee  
Occupational Hygiene Association of Ontario  
6700 Century Ave, Ste 100  
Mississauga, ON L5N 6A4

Or EMAIL: [office@ohao.org](mailto:office@ohao.org)

We encourage you to become involved in the running of your association which is dependent on the commitment of members willing to serve.

Yours truly,  
Joanna Tam, BSc, MHSc, CIH  
Nominations Committee

ATTACHMENT A – POSITION DESCRIPTIONS

PRESIDENT-ELECT:

Membership Status: Professional Member

Term: 3 year term

Duties: President-Elect: (Year 1)

- Vested with all powers and performs all duties of the President in the absence or disability or refusal to act of the President
- Officer of the Association
- Chairs Education Committee

President: (Year 2)

- Principal administration officer of the Association
- Presides at all meetings of the Association
- Guides the Association in the formulation of constructive activities related to the objectives of the Association and to the field of occupational hygiene
- Appoints committees as deemed desirable for the effective action of the Association and is an ex-officio member of each committee
- Signs all instruments as requires such signature
- Officer of the Association

Immediate Past President: (Year 3)

- Officer of the Association

SECRETARY/TREASURER:

Membership Status: Professional Member

Term: 2 year term

Duties: Secretary/Treasurer

- Ensure accurate minutes are kept of all meetings of the Board of Directors
- As required, issue Association correspondence
- Ensure an accurate list of members and their status is maintained
- Ensure full and accurate financial records are maintained
- Disburse funds under direction of Board of Directors
- Submit a financial statement to Annual General Meeting of members
- Officer of the Association

DIRECTORS: (three positions)

Membership Status: Associate or Full Member

Term: 3-year term

Duties: Assists in the functions of the Board of Directors

OHAO Board of Directors Candidate Profile

Candidate for the Position of: \_\_\_\_\_

Name: \_\_\_\_\_ OHAO Member Since: \_\_\_\_\_

**Membership on OHAO Committees:**

Committee	Position	Years

**Membership in Other Associations/Certifications:**

Association	Membership Category	Years

**Education:**

Institution	Degree	Years

**Employment:**

Company	Position	Years

**If Elected I Will:**

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## OHAO Board of Directors Commitment

The success of the OHAO depends on each Board member's integrity to fulfill their commitment. All OHAO Board members are required to review these expectations and sign and return this commitment to the OHAO office after the March AGM.

### GENERAL PRINCIPLES

Board members are to represent the interests of the members while directing the OHAO, and do so within the boundaries of the law.

Board members are expected to:

1. Practice Due Diligence: Act reasonably and wisely, keeping the best interests of the OHAO and its members top of mind;
2. Practice Loyalty: Keep the interest of the OHAO your primary focus, and never use your position as a Board member to further your own personal interests;
3. Practice Obedience: Govern the OHAO within the bounds of any laws, policies, by-laws or regulations that apply to it.

The following guidelines set out the expectations for the OHAO board members.

1. **One Voice:** The board recognizes, in fact invites, diverse opinion. However, when interacting with the public, media, membership or other entities, board members must not speak for the board unless formally given such authority. If designated this authority, the board member will be expected to reflect the board's view, position, policy or decision.
2. **Ethical Conduct:** Board members are expected to conduct themselves in an ethical and professional manner and abide by the OHAO Code of Ethics.
3. **Conflict of Interest:** Board members are expected to avoid actions which are or could be perceived as conflicts of interest or for individual gain,
4. **Care, Diligence and Skill:** Directors will exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
5. **Confidentiality:** Directors will maintain all information they receive respecting proceedings of the board in the strictest of confidence and will comply with all privacy legislation applicable to the operations of the OHAO.
6. **Volunteer Position:** Board members take on their position as a volunteer commitment. Board and committee members are expected to pay to attend events and meetings and reimbursement for parking, mileage, etc. is not available.

As an OHAO Board member I commit to:

- Attend, either in person or by phone (if necessary) all Board meetings and if not able to attend, to provide as much advance notice as possible to the Board chair (the President),
- If unable to attend a Board meeting provide input and feedback on any agenda items prior to the meeting,
- Ask for guidance, assistance and/or clarity if needed on any task I am assigned,
- Inform the Board chair if I cannot fulfill an obligation I have committed to in a timely fashion,
- Participate in, contribute to, abide by, and support all the decisions of the Board,
- Act with respect, fairness, and in good faith towards my fellow Board members and the management company staff,
- Express any concern I have at a Board meeting or to the Board chair and work towards constructive resolution,
- Enjoy my role as an OHAO Board member and to foster growth in myself and others.

#### **The OHAO Mission Statement**

To advance the profession of occupational hygiene and  
to serve the interests of our members by:

- sponsoring professional development and training;
- promoting public and legal recognition;
- developing partnerships with stakeholders;
- providing public education;
- fostering communication and networking.