



North Central Local Government Association

January 22, 2010

Regional District of Peace River  
Box 810  
Dawson Creek, BC V1G 4H8



Attention: All Members

**Re: Call for Nominations for 2010 - 2011 NCLGA Executive**

The Election of Officers for the North Central Local Government Association will take place at the Annual General Meeting and Convention to be held in Smithers, May 5th - 7th, 2010

Nominations will be accepted in writing until **April 9th, 2010**. Along with the nomination, please provide a photograph of the nominee (hard copy or via e-mail in a .jpg format) as well as a short bio. Nominations will also be accepted from the floor.

We are seeking nominations for the following positions:

President  
1st Vice President  
2nd Vice-President  
Regional Representative Bulkley Nechako  
Regional Representative Cariboo  
Regional Representative Fraser-Fort George  
Regional Representative Kitimat Stikine  
Regional Representative Northern Rockies  
Regional Representative Peace River  
Regional Representative Skeena Queen Charlottes  
Directors at Large (3 positions available)

Terms of reference for each position are included with this package.

Nominations for any or all positions may come from either a Regional Board or Municipal Council. Regional Representatives can be a Director, Chair, Mayor, or Municipal Councillor and may be nominated by either the Regional Board or Municipal Council within the region. The actual voting will take place at the AGM and all voting delegates are entitled to vote for all Executive positions.

This process was developed to ensure that there is representation on the Board from all areas of the NCLGA, and to ensure that Board Members understand that they represent the interests of all member communities and not just those of the area they have been nominated by.

Please contact our Executive Director, Maxine Koppe or myself if you have any questions.

Sincerely,

Murry Krause  
Nominations Chair, NCLGA

**February 11, 2010**

## Terms of reference for positions on the Executive of the North Central Local Government Association:

*Candidates for the North Central Local Government Association Executive may be nominated by a member municipality or Regional District. If their candidate is successful, the sponsoring community must be prepared to provide the NCLGA with a contact person within the community administration, and provide 20 hours per year of support to the NCLGA Executive Director.*

### **General obligations for Executive committee members:**

- Members of the NCLGA Executive are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Executive members will be expected to attend 4 – 6 meetings “in person” meetings throughout the year. Most meetings are held in Prince George, but it may be necessary for meetings to be held in other locations. Members will also be expected to attend regular “conference call” meetings.
- Executive members will confirm attendance or express regrets for all scheduled meetings.
- Each Executive member will sit on at least one working committee. Meetings will be held by phone, or in person in conjunction with an Executive meeting. E-mail communication will also be used.
- Executive members will be aware of and follow NCLGA policy and by-laws.
- Executive members will be required to use to e-mail and the Internet for internal board communications.

**In addition to the general requirements listed above, specific obligations are attached to the following positions. There are no additional obligations attached to the position of Director at Large:**

**President:** The President is responsible for the following:

- Chairing meetings of the NCLGA Executive.
- Acting as the main spokesperson for the Association when speaking to the media, membership, public, and other levels of government.
- Acting as the Area Association representative on the UBCM Board of Directors.
- Providing direction to staff between Executive meetings.
- Ensuring Executive input into the content of media releases.

**First Vice President:** Acts on behalf of the President/Vice President in his/her absence. Sits as a table officer on the finance and personnel committees.

**Second Vice President:** Acts on behalf of the President in the absence of the Vice-President. Sits as a table officer on the finance and personnel committees.

**Regional Representative:** In addition to the general requirements, the Regional Representative is responsible for the following:

- Providing a conduit between the membership (municipal councils and regional boards) and the Executive by reporting out to the members within their area and by bringing the concerns of these members to the Executive table.
- Bringing the perspective of the members within the region to issues debated at the Executive table.
- With the approval of the President, may be asked to speak on behalf of the Association to the members, media, public, or other levels of government.

