



**STUDENTS AGAINST DRINKING AND DRIVING SASKATCHEWAN INCORPORATED**

*Board of Directors/Board of Representatives*

**APPLICATION PACKAGE FOR BOARD MEMBERS**

For more information, please contact:

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***“Student leaders dedicated to preventing impaired driving”***

LEARN MORE ABOUT SADD AND ITS MISSION AT  
[www.saddsask.ca](http://www.saddsask.ca)

## ABOUT THE BOARD OF DIRECTORS/BOARD OF REPRESENTATIVES



To be nominated/elected for a position on the Students Against Drinking & Driving (SADD) Saskatchewan Executive, Board of Directors or Board of Representatives, you must do the following.

Please note that to be a voting member of the Board of Directors; you must be at least eighteen (18) years of age.

- Only students from a registered SADD Chapter are eligible for positions.
- To be nominated for any position, a nomination form must be completed and signed by at least 10 members of a registered SADD Chapter.
- Nomination forms are to be submitted to the Provincial Office by 4:30 p.m., on the date the provincial conference is set to begin. The nomination form may be submitted by mail or fax (it is recommended that you keep a copy).
- Candidates for all positions will be introduced at the conference and provided a brief opportunity to address delegates. Following candidate speeches, elections for any contested position will take place by secret ballot.
- Candidates will also be given an opportunity to post their picture and a message on our website.
- Nominations will be accepted at the conference only for positions that are still vacant.

### Meetings

As per the SADD Saskatchewan constitution, the Board of Directors will meet at a minimum three (3) times per year, with the Board of Representatives meeting at least 4 times per year. These meetings are often joint meetings of both boards.

Most meetings will take place in Regina on either Saturday or Sunday afternoons at the SADD Saskatchewan main office (4141 25<sup>th</sup> Avenue). However, depending on the composition of the Board of Directors/Board of Representatives and current events being planned, meetings may be held at other locations.

If you are required to travel for a meeting, SADD Saskatchewan reimburses board members for travel expenses such as gasoline and meals. If you require a hotel room for a meeting, you are encouraged to contact the provincial office either by phone at (306) 757-5562 or by email at [sadd@sasktel.net](mailto:sadd@sasktel.net) and our provincial director books all hotel rooms for you, thus ensuring you have a hotel room. This expense is also covered by SADD Saskatchewan.



## Positions on the Provincial Executive, Board of Directors, Board of Representatives

### Executive

#### **President**

- One year term.
- Member of both Board of Directors and Board of Representatives.
- Must be at least 16 years of age by October 15 (and preferably 18 years of age or older).
- Must attend approximately 5 meetings throughout the year.
- Chairs all meetings of SADD Board of Directors and Board of Representatives.
- Chief spokesperson for SADD to media and other organizations.
- Main liaison between SADD Staff Members and SADD Boards.
- Upon completion of term as President, serves a one year term as Past President.

#### **Vice-President (2 Positions)**

- One year term.
- Member of both Board of Directors and Board of Representatives.
- Must be at least 16 years of age by October 15 (and preferably 18 years of age or older).
- Must attend approximately 5 meetings throughout the year.
- Main responsibility is to assist the President fulfill his/her duties.



The fourth position on the executive is that of the *Past President*. This position aids the president in completing his/her duties as well as helps out on different committees formed by the board of directors and/or board of representatives.

Although not a requirement for the position, it is preferable for the President and Vice-President(s) to be at least eighteen (18) years of age at the beginning of their term as they are members of the Board of Directors.

**Board of Directors  
(3-5 Positions)**

- One year term.
- Should be at least 18 years of age by October 15
- Must attend a total of 3 meetings throughout the year.
- Assists with the financial decisions for SADD Saskatchewan.

*The SADD Saskatchewan Board of Directors is responsible for approving the annual operating budget, approval of staff requirements, major purchases, and other items of a financial nature. They are also responsible for SADD Saskatchewan as a non-profit corporation. Selected members of the Board of Directors also serve as signing authorities for the SADD Saskatchewan bank account.*

**Board of Representatives  
(13 Regions – 2 Representatives Per Region)**

- One year term.
- Must attend a total of 4 meetings throughout the year.
- Serves as a liaison between the SADD Provincial Board and the SADD Chapters in his/her District

*The SADD Saskatchewan Board of Representatives is responsible for, among other things, selecting dates and programming for provincial conferences and providing direction in terms of policy initiatives and lobbying efforts.*

*If you would like to know which districts currently have representation, please visit this page:  
<http://www.saddsask.ca/index.php?page=leaders&board=representatives>*

*You are also able to access a list of all districts and the towns/cities included in the district.*

## WAYS TO NOMINATE SOMEONE/TO BE NOMINATED

To be nominated for a position on the Executive. Board of Directors, or Board of Representatives, you have the following options available to you:



1. Create the form online using the **CREATE FORM** tool (<http://www.saddsask.ca/?page=createform>) and print it out
  - a. If you use this tool, you will still need to get the signatures from 10 people who are members of SADD chapters in Saskatchewan, sign it yourself, and have a parent/guardian sign the form if you are in high school
2. Download a blank form from our website at fill everything out yourself

(<http://www.saddsask.ca/downloads/boardnomination.pdf>)

3. Use the form included in this package
4. Have 10 SADD chapter members email the provincial office, stating they are nominating you for a position. Please email your nominations to [sadd@sasktel.net](mailto:sadd@sasktel.net) with the subject line *Nomination For [candidate name]*

*Things we need for a valid nomination form*

1. Candidate Name
2. Candidate SADD Chapter
  - a. Must be a registered chapter in Saskatchewan or purchase an individual membership
3. Position Nominated For
4. Phone Number
5. E-Mail Address
6. Names & Chapters of ten (10) SADD members who are nominating you
7. Signatures of those 10 SADD chapter members
8. Your signature
9. Your parent/guardians signature if you are in high school



The **CREATE FORM** tool will not allow you to create the form that you print for signatures until all of the required fields (Section 1-6) are filled in.

To view an example of a completed form using the **CREATE FORM** tool, please see:  
<http://www.saddsask.ca/downloads/exampleform.pdf>

If you are sending an email, the following is a sample of what you could use to nominate the individual:

Hello,

Please consider this email as my nomination for **Jane Doe**, a member of the **Imaginary SADD Chapter**, for the position of **District 12 representatives** for the **2011-2012** year.

*You can word your email how you would normally speak, as this is just an example.*

Thanks!**BOARD OF DIRECTORS/REPRESENTATIVES**

**NOMINATION FORM**

We, the undersigned, nominate (candidate name): \_\_\_\_\_

A member of (name of SADD chapter): \_\_\_\_\_

For the position of: \_\_\_\_\_

Candidate Information

Candidate Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Nominated By

<u>Name</u>	<u>SADD Chapter</u>	<u>Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**A minimum of ten (10) signatures is required for a valid nomination.**

**In lieu of signatures, the provincial office will accept emails as support for a particular candidate**

Signature of Candidate: \_\_\_\_\_

Signature of Parent/Guardian  
(Required for all high school students) \_\_\_\_\_

**ALL NOMINATION FORMS MUST BE RETURNED TO THE SADD SASKATCHEWAN OFFICE BY FAX (306) 757-5569 OR BY MAIL – 4141 25<sup>th</sup> AVENUE REGINA, SASKATCHEWAN S4S 6S8**

*It is recommended that you keep a copy of this form for your records.*