



INTRODUCTION

Each year, the COMP Awards and Nominations Committee is responsible for presenting to members a slate of candidates for vacancies on the COMP Board of Directors.

COMP is currently accepting applications to fill six (6) vacancies on the Board. One Director has agreed to stand for re-election and as per the COMP policy on Nominations and Elections (2.5.1) the current Vice-President has agreed to stand for election to the position of President.

With the exception of the President, any member may be nominated to a specific position on the COMP Board provided they fulfill the eligibility criteria for the position. To be eligible for election, nominees must:

- a) Be members in good standing of COMP and be able to demonstrate related volunteer or committee experience.
- b) Have the support of a minimum of two (2) other members in good standing.

Nominations will be accepted until 5:00 PM on March 18, 2024.

CURRENT VACANCIES

Information on the current vacant positions can be found below.

President (1)

Open to the incumbent Vice-President only, the President serves a two-year term followed by a two-year term as the *ex-officio* Past President. The President has the following responsibilities:

1. Presides at meetings of the board and at the annual general meeting of members
2. Undertakes, in consultation with the Board, a major review of the strategic plan and adjust it as required every 3-5 years.
3. Develop a self-assessment process aimed at improving the Board's performance and improve the quality of Board meetings.
4. Serves as the primary liaison with other organizations

5. Ensures that an orientation package is developed to inform new and existing Directors about the role of the Board and the duties, responsibilities and key functions of the Directors.

Vice President (1)

The Vice-President serves for a two-year term that typically precedes a two-year term as President. The Vice-President shall, in the absence of the President, perform the duties and exercise the powers of the President and shall perform such other duties as shall from time to time be imposed upon them by the Board.

Directors-at-large (4)

Directors-at-large serve a three-year term and have the following responsibilities:

1. Work in conjunction with other Board members in the best interest of the organization
2. Prepare for, attend, and actively participate in all Board meetings. In-person meetings are typically held in conjunction with the ASM and there may be up to four virtual meetings.
3. Be prepared and willing to Chair a COMP standing committee.

Note: 2024 Director-at-large vacancies are responsible for the Communications, Professional Affairs, Education and Science Portfolios.

ELECTIONS

Should the number of nominees exceed the number of vacancies, the Awards and Nominations Committee will prepare a slate of candidates for election using the names of individuals responding to the call for nominations. The qualifications of the individuals on the slate will be made available to the Board for its consideration and approval at least 10-days before the voting date. The voting date is the day on which the voting package including access to the electronic ballot will be sent to the members. The Board may include a recommendation that members elect Directors from among the individuals whose names are on the slate – a Suggested List of Candidates. Should a Suggested List of Candidates be recommended by the Board, those candidates who do not make the Suggested List will have the opportunity to withdraw their application prior to the member voting package being distributed.

Each voting member shall be sent by email a voting package containing a copy of the slate of candidates with background information on each, together with notice of the voting deadline.

APPLICATIONS CHECKLIST AND KEY DATES

March 18, 2024 5:00 PM ET is the deadline to submit a **complete** application as detailed below.

Applications are considered complete when the following have been received by COMP:

- ✓ The online [application form](#) which includes a short biography and conflict of interest attestation
- ✓ Nominations from a minimum of two members in good standing who support the candidate submitted through the [online nomination form](#).

March 2024: Nominees will be contacted to advise whether they fulfill the eligibility criteria for nomination.

March 2024: If there are more qualified applicants than seats available, nominees will be informed if they have been included on the Suggested List of Candidates.

April 2024: If the number of candidates exceeds the number of director vacancies, an election shall proceed.

May 2024: Candidates will be informed of the results of the election.

June 2024: Notification of members elected will be announced on or before the Annual General Meeting.

DIRECTOR APPLICATION FORM (to be completed electronically)

NAME		
ADDRESS		PHONE NUMBER
EMAIL		
Attestation: I hereby apply to serve as a member of the COMP Board of Directors. I confirm that I can and will actively support the organization's mission and the information contained within this application is complete and accurate. I further confirm that I am a COMP member in good standing.		
YES or NO		
I am interested in the following position		

Biographical Profile

Please describe in 750 words or less your professional background, volunteer and committee experience as it relates to the Board vacancy you're interested in, and why you would like to serve on the COMP Board.

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Conflict of Interest

The Canadian Organization of Medical Physicists ("COMP") strives to promote the highest standards of public trust and integrity in all of its activities and decision-making and to develop procedures to ensure that the fact or perception of conflict of interest is avoided or effectively managed. The Directors of COMP have a fiduciary obligation to act solely in the best interests of COMP in all transactions, decisions, actions, and consultations in which they engage on COMP's behalf. To avoid conflicts of interest, Directors must do more than merely act within the law. They must conduct their affairs in such a manner that their performance will at all times bear public scrutiny. The appearance of conflict of interest, as well as the conflict itself, must be avoided.

The conflict-of-interest report provides the Awards and Nominations committee with information to assess candidates' suitability for the positions of Directors.

Potential Directors that are employed by Federal or Provincial governments, or other agencies that have policies limiting their employees' ability to engage in public discussions are required to disclose any restrictions on their ability to contribute to public discussions relating to the business of COMP or other public forums that may be of interest to COMP or its members.

Please describe below any relationships, transactions, positions you hold, or circumstances that you believe could contribute to a conflict of interest:

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report (please specify other non-profit and for-profit boards you (and your spouse) sit on; any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder; any businesses you or a family member own; and the name of your employer that (potentially) cause conflict of interest):

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I hereby certify that the information set forth above is true and complete to the best of my knowledge.

YES or NO	
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NOMINATIONS (to be completed electronically)

Two COMP members in good standing must be identified as nominators. The nominators must submit their nomination using the online form.

I, (NAME)	
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BEING A MEMBER IN GOOD STANDING OF THE CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS (COMP), DO HEREBY NOMINATE:

NOMINEE NAME

TO STAND FOR ELECTION AS A MEMBER OF THE COMP BOARD OF DIRECTORS.

DATE