

NOMINATION Director – 2022

TO: Nominations Committee Chair – Gabrielle Spanton
SITE Canada
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We are excited for your expression of interest in sitting on the 2022 SITE Canada board. To say the past year and a half has been uncertain is an understatement. There are dramatic changes in the industry. We are all faced with learning new technology. We are all finding new ways to connect. We are all diving into what the changes mean for each of us and our businesses.

Next year, as a board, we will continue to navigate our way to rebuild as we all are doing our part in the comeback of the incentive industry. These are extraordinary times and digging deep for innovation and connection will be our focus. If you are ready to be a champion of resilience and a beacon of hope for our members, we can't wait to receive your nomination.

I, _____ as a member of good standing of SITE for a minimum of one year, hereby nominate myself to be a CANDIDATE for election to the board of directors of SITE Canada, commencing January 1, 2022.

- The election is for 5 (Five) 2022 directors elected for a two-year term.
- The board of directors shall elect the executive committee from directors and they will serve for a one-year term in an executive position.

Members from across Canada are encouraged to submit a nomination for the board of directors. Participation at board meetings will be conducted virtually and hybrid throughout 2022.

Please attach with your signed nomination form the following:

- Tell us how as a director you will contribute to SITE Canada and what you want to achieve through participating on the board. (Keep to 200 words max.) Please note this information will be shared with the membership if an election is required.
- Recent headshot
- A brief biography (no more than two paragraphs)
- The signed Code of Conduct

SIGNATURE

DATE

Please return to office@sitecanada.org by 5:00 PM EST
Wednesday, September 29, 2021

CODE OF CONDUCT FOR SITE CANADA BOARD MEMBERS

GENERAL PRINCIPLES

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

Board members must:

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

If you are employed, please ensure you have shared your interest in being on the SITE Canada board with your employer as there will be some obligations that will take place during business hours.

Typically, you will be expected to attend 6 two-hour board meetings, prepare board reports and review materials prior to each meeting, participate in a 2-day board retreat and attend SITE Canada meetings and events when possible. Board members are responsible for all costs related to any SITE Canada events including registration fees. You must be a SITE member in good standing throughout your board term.

GUIDELINES

The following guidelines set out the expectations for SITE Canada 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 that avoids real or perceived conflicts of interest.

3. **Care, Diligence and Skill**

Directors will exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

4. **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 SITE Canada.

VIOLATIONS OF THE CODE OF CONDUCT

1. A board member who is alleged to have violated the Code of Conduct will be informed in writing and will be allowed to present their views of such an alleged breach to the board. The complaining party must be identified. If the complaining party is a board member, this board member and the respondent board member will absent themselves from any vote on the resolution of censure or other action that may be brought by the board. Board members who are found to have violated the Code of Conduct may be subject to censure, including but not limited to removal from the board and/or SITE Canada and that a report be made to the police or other authority.
2. SITE Canada will not be responsible for any costs to the board member incurred in respect of any allegations that said board member has incurred in respect of any alleged or actual violations of this Code.

As a nominee I understand if elected I will be subject to the code of conduct as above:

SIGNATURE

DATE