

THE CENTRAL SERVICE ASSOCIATION OF ONTARIO



NOMINATION FORM FOR THE CSAO EXECUTIVE VICE PRESIDENT POSITION

NAME: _____

ADDRESS: _____ CITY/TOWN _____ POSTAL CODE: _____

HOSPITAL EMPLOYED AT WITH ADDRESS: _____

POSITION: _____ E-Mail _____

PHONE NUMBER: _____ FAX: _____

I AM LETTING MY NAME STAND FOR THE POSITION OF VICE PRESIDENT FOR THE CENTRAL SERVICE ASSOCIATION OF ONTARIO.

I MEET THE CRITERIA AS SET BY THE 2011 CSAO CONSTITUTION; Article 5.2

I AM A CURRENT MEMBER OF THE C.S.A.O. FOR THE YEAR 2011-2012 & I HAVE ENCLOSED A COPY OF MY MEMBERSHIP.

THE TERM OF OFFICE I AM NOMINATED FOR IS FROM JUNE 1st 2012 UNTIL MAY 31st 2014.

I AM NOMINATED BY _____
WHO IS A CURRENT 2011-2012 C. S. A. O. MEMBER.

CONTACT INFORMATION FOR NOMINATOR:

ADDRESS: _____

FAX: _____ PHONE _____ EMAIL: _____

I ASSERT AND IF REQUIRED, PROVIDE PROOF, THAT I AM EMPLOYED IN A REPROCESSING DEPARTMENT

SIGNATURE: NOMINEE _____ MEMBERSHIP # _____

SIGNATURE: NOMINATER: _____ MEMBERSHIP # _____

SIGNATURE OF WITNESS: _____

DATE: _____

PLEASE RETURN THIS FORM BY MARCH 15th 2012 TO:

CSAO OFFICE, BOX 225, TIMMINS, ONTARIO, P4N 7C9, FAX: 705-268-4421

NOTE: Please attach a short biography for the newsletter with a picture in a J-Peg format

CSAO CONSTITUTION 2011

5.2 The Vice President:

- a) Must have served for a minimum of one term as a Director on the Executive Committee.
- b) Carries out the responsibilities of the office and work toward the objectives of the Association as outlined in the Vice-Presidents Position Description
- c) Assumes the position of President in the event this position becomes vacant between elections
- d) In the absence of the President, performs those duties as required.
- e) Develop National and International contacts to best serve the Association.
- f) Develop partnerships with companies and be responsible to deal with all vendors,
- g) At the end of the Presidents term shall assume the position of President of the Association.
- h) Will report on all financial activities and be the second signing officer for the Association.

VICE PRESIDENT POSITION DESCRIPTION

1. As the President Elect, work with the President to develop contacts and learn the role of President.
2. In the absence of the President, perform those duties and acts as required.
3. Working with the Director of Communications, prepare, proof read final drafts, publish order quantities from the printers or publishers, and arrange circulation of all publications. These include the CSAO Newsletter (January, April, July and October), The CSAO Annual Report (November) and the CSAO Magazine (May).
4. Prepare and send out Conference registration forms with the Magazine in May.
5. Arrange for all articles and review the contract with the President and the publisher in January.
6. Ensure that all articles and information is to the publisher by March.
7. Prepare and submit a written report on all activities for each Executive Meeting, Annual Meeting, Newsletters and the Magazine.
8. Coordinate and plan the Annual Conference with the President.
9. Review the letter to be sent to the Vendors with the CSAO Executive at the November Executive Meeting.
10. Correspond with Vendors for the Annual Conference.
11. Send letters to Vendors in February inviting participation as an Exhibitor.
12. Contact and remind the Vendors in April if the booths are not full to ensure that all booth spaces are sold.
13. Coordinate booth spaces and plan the set up for the exhibit show with the Vendors representative.
14. Communicate with the President the electrical layout and floor plan, including the Exhibitors names for each booth.
15. Welcome the Exhibitors with the Vendor rep and make sure that all electrical and booth preparation is adequate.