



2025 Board of Directors Nomination Form

Positions Available for Nomination:

- Secretary (3 Year Term)
- Treasurer (3 Year Term)

Things You Need to Know

If you allow your name to be put forward for a Board Position you must keep the following dates reserved for CMMOTA for the Annual Training and Strategic Planning Retreat & Board Meeting. This year those dates are:

- September 22-25, 2025

In addition to these dates, you should keep in mind that the expected commitment level will include an orientation session and a minimum of 6 Board of Directors meetings held either by Zoom (video conference) or in person. You may also be asked to serve on additional committee appointments, as shall be determined by the Board of Directors.

Being a Board Member requires a commitment of time and energy, and a willingness to develop your skills through experience by supporting the Association in working within a team setting, which is our Board of Directors.

As a Board Member you do NOT REPRESENT YOUR OWN INTERESTS, but the broader interests of the organization. You should:

1. Understand what the Canadian Massage and Manual Osteopathic Therapists Association does and how it contributes to the massage and manual osteopathic therapy industries throughout Canada (Mission Statement, Values, Objects of the Association, Bylaws and Policies and Procedures); and
2. Have a desire to see the Canadian Massage and Manual Osteopathic Therapists Association develop and grow; and
3. Understand and be willing to endorse the mission of the Canadian Massage and Manual Osteopathic Therapists Association WITHOUT RESERVATION. Too often, people join a Board in order to force a specific change and become disillusioned when they realize that the change will not benefit the entire Association.

In addition, Board Members must exhibit the following:

1. **Loyalty** - uphold the interests of the Association and its Membership.
2. **Avoid conflict of interest** - in a position of public trust, you must act in good faith and in the best interests of the entire Association.
3. **Appropriate conduct** - your behavior should reflect the principles of fair play, ethics, and straight forward communication at all times.
4. **Be organized** - you should prepare for meetings, understand the formats and procedures, and have completed any duties required.
5. **Active participation** - be prepared to attend all Board meetings, the Annual General Meeting, and any committee meetings as required.
6. **Board and staff relations** - have a friendly working relationship and be aware of the lines of authority and communication within the organization – example: Who interacts with staff, and who is authorized to make public statements.



7. **Confidentiality** - be able to keep Board business confidential.
8. **Personal responsibility** - take the time to read any information provided and do research when necessary.

Qualities of a good board member:

- Curiosity
- Courage
- Willingness to learn
- Desire to participate
- Integrity
- Good judgement
- Perspective
- Commitment to learning

Skills of a good board member:

- Ability to present options
- Willingness and ability to listen
- Ability to ask questions
- Flexibility
- Dependability
- Ability to think critically, creatively, and strategically

Each Board will have its own structure within the rules dictated by the Societies Act. It is not necessary to have previous Board experience in order to volunteer. In fact, volunteering to be a Board Member can be a very rewarding and educational experience. Volunteers are given the opportunity to:

- contribute to a cause they believe in
- learn new skills
- network with like-minded individuals
- refine their communication and organization skills
- experience working within an organizational structure
- develop policies and procedures for the good of all Members
- experience participating in governance of an organization
- demonstrate leadership and work as a team

All Board Members will be provided with an orientation session with the Executive Director and will be required to participate in a Board orientation session and a Board Retreat once per year.

The Board of Directors of the Canadian Massage & Manual Osteopathic Therapists Association consists of the following positions:

- President,
- Vice President,
- Secretary,
- Treasurer
- Director.



CMMOTA also has an administration staff which includes an Executive Director, Government and Industry Relations Manager, Financial Officer and additional office staff.

Anyone wishing to volunteer as a Board Member should ensure that they can operate within the guidelines listed.

All Associations are only as good as their Membership/Board Members and staff, and we welcome membership participation.

Principles of Good Governance

- Participation
- Rule of law
- Transparency
- Responsiveness
- Consensus orientation
- Equity and fairness
- Effectiveness and efficiency
- Accountability
- Strategic
- Vision (direction)

The only way a board can responsibly do its job without meddling or micromanaging is by monitoring very well. The best boards keep their noses in the business and their fingers out!

To DIRECT and PROTECT the Association, the board must:

- CONNECT: get to know each other's strengths and weaknesses
- EXPECT: have a shared understanding about what directors of the board are expected to do
- CORRECT: deal with requirements and expectations to keep board performance optimal

With respect to the Executive Director, the board must:

- SELECT: choose an appropriate person to lead the association
- INSPECT: monitor the progress of the association against the strategic plan in place
 - There are always risks in delegation, but this is the road to multiplied results.
 - By monitoring the results, the Executive Director has achieved, compared to the plans, and policies, and strategic plan set by the board is how the board fulfills the responsibility to *inspect*.

The board's role with its leadership is to *select, redirect,* and - if necessary - *eject*

Organizational results are a product of all the efforts of everyone in the organization. The board's responsibility is to simply *reflect* on these results.

Board members must feel the impact of their decisions and their leadership as much as, or more than, any other member of the association.

The key word for boards regarding membership and their expectations is *respect*.

Who Owns the Association?



A major misconception about non-profit organizations concerns ownership of a non-profit. No one person or group of people own a non-profit organization. When someone refers to the ownership of a non-profit organization (NPO), it is often used metaphorically to show that the members, and directors of an NPO have a stake in the organization's success to continue to provide services its members require.

For CMMOTA, members act as the "owners" when they nominate the board of directors, change the by-laws, or when reviewing the results achieved. These same members act as the "customers" when they receive the services such as newsletters, reduced costs for services or products that come with our member perks or receive answers to questions. Staff will work with the members where there are concerns that require service, but governance issues will be directed to the board.

Powers and Duties of ALL Board of Directors:

In accordance with the CMMOTA Bylaws, below are listed the powers and duties of the Board of Directors. The board is responsible to ensure that the following are done. **In many cases these powers and duties, including those specifically assigned to a member of the executive (see additional duties of president, vice president, secretary or treasurer) are delegated by policy to be fulfilled by Administration, while providing governance over the fulfilment of the individual duties through the setting of policy.**

- Management of the day-to-day operations of the Association; and
- Promotion and development of the Objects, Mandate and Vision of the Association; and
- Promotion and development of the Membership of the Association; and
- Development and implementation of policies, rules, and regulations for the operations the Association; and
- Maintain a Registry of members and oversee Membership requirements, including payment and collection of Membership fees; and
- Prepare and file the Association's Annual filings and maintain the currency of the Association's information with the Alberta Corporate Registry; and
- Coordinate and conduct an Annual General Meeting each calendar year; and
- Acquire and take by purchase, donation or otherwise, all types of real estate and personal property, and may sell, exchange, mortgage, lease, let, improve, and develop it, and may erect and maintain any necessary buildings or structures; and
- Management, protection and development of the Association's assets and property; and
- Entering into contracts or retaining 3rd parties to affect the business of the organization; and
- Development and implementation of the annual budget for the Association; and
- Ensuring the annual audit of the Association's financial records; and
- Maintain the currency of all tax filings and remittances; and
- Payment of expenses, costs and liabilities associated with the operations of the Association; and
- Purchase, lease or otherwise acquire, alienate, sell, exchange, or dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings, or property,



moveable or immovable, real, or personal, or any right or interest owned by the Association, for such consideration and upon such terms and conditions as they deem advisable; and

- Wind-up or dissolution of the Association, subject to Article 7.7; and
- All such other acts and things as the Association is, by its constitution, authorized to do; and
- Delegation of its powers and duties to the Executive Director, as may be appropriate.

Additionally, the Board is collectively responsible to:

- Oversee the responsibilities of the Executive Director, including an annual review, and providing feedback to improve performance expectations (if required).

Additional President Duties:

- Manage and supervise the operations and affairs of the Association to ensure business is conducted in accordance with the best interests of the Association; and
- Call and Chair the Meetings of the Board and Membership; and
- Public spokesperson for the Association, unless otherwise delegated by the President; and
- With the Secretary, sign the Association's Resolutions and legal contracts; and
- May act as an ex-officio member of a Standing Committee; and
- Such further and other duties as may be assigned by the Board from time-to-time.

Additional Vice President Duties:

- Assist with the management and supervision of the operations and affairs of the Association; and
- In the absence of the President, call and Chair the Meetings of the Board and Membership, or delegate a director to do so; and
- In the absence of the President, act as public spokesperson for the Association, unless otherwise delegated by the President; and
- Act as Interim President pending an election in the event of the resignation, incapacity, or termination of the President; and
- In the event of the absence of the Secretary, record the Minutes of the Meetings, or delegate a director to do so; and
- Such further and other duties as may be assigned by the Board from time-to-time.

Additional Secretary Duties:

- Distribute relevant materials prior to the Meetings; and
- Accurately record and maintain the Minutes of all Meetings; and
- With the President, sign the Association's Resolutions and legal contracts; and
- Such further and other duties as may be assigned by the Board from time-to-time.

Additional Treasurer Duties:

- Keep a detailed account of revenues and expenditures of the Association in proper books of account; and



- Review and provide recommendations regarding the Association's monthly financial records and reconciliation; and
- Review and provide recommendations regarding the year end Audit of the financial transactions of the Association during each fiscal year; and
- Present Audited Financial Statements detailing the financial position of the Association to the Membership at the Annual General Meeting; and
- Such further and other duties as may be assigned by the Board from time-to-time.

If after reading the details above you are interested in volunteering by allowing your name to be nominated for a Board position, please submit the following nomination form no later than 11:59 PM Mountain Time, April 30, 2025 via email or fax. Once Administration has reviewed nomination papers and determined the nominee's eligibility to act as a Director as prescribed in CMMOTA Bylaw 4.3 and 4.4., the information provided will be circulated to Membership for consideration not less than 21 days prior to the Annual General Meeting.



Board of Directors Nomination Form:

Please complete the following and send to CMMOTA at info@cmmota.com or by fax to 403.517.7675.

Position Being Nominated For (**Check One Box Only**) – A person may not be nominated for more than one position on the Board of Directors in accordance with CMMOTA Bylaw 4.4.1.2.

- Secretary – 3 Year Term
- Treasurer – 3 Year Term

Name of Nominee: _____

Address of Nominee: _____

Membership # of Nominee: _____

Name and Membership Number of Nominator #1

Name and Membership Number of Nominator #2

BIOGRAPHICAL INFORMATION

Have you had Previous Board experience: Yes _____ No _____

If yes, please state what positions you have held:

Tell the membership a bit about yourself (suggestions like how long you have been a therapist, things that you love doing outside of massage or manual osteopathic therapy, etc.)

