

## Call for FPWR Canada Board of Directors

### Nomination Criteria:

Nominees to the FPWR Canada Board of Directors are required to fulfill the minimum requirements as identified in the Roles and Responsibilities below. Nominees must be willing to be active volunteer participants of the FPWR Canada Board of Directors, sharing expertise and knowledge.

Nominees are required to submit a current resume (within the last 12 months) together with a cover letter indicating their interest in the Board positions as identified. The cover letter should include a commitment of two years to the Board of Directors as well as key highlights regarding your level of planned volunteer support.

Nominations are currently being accepted from any region of Canada and for those Board positions as identified below:

Nominees are required to submit their documentation to Jack Jones, President, FPWR Canada Board of Directors at [jack.jones@fpwr.ca](mailto:jack.jones@fpwr.ca) no later than Monday, January 15, 2018.

### Roles and Responsibilities of Board Members:

As a Director on the FPWR Canada Board of Directors you are expected to complete the following:

- Commit to dedicating a minimum of 6 hours per month supporting FPWR Canada related events which includes but not limited to quarterly Board Meetings, Working Group and Committee Meetings and planning, and on-line communication.
- Prepare for, attend and actively participate in all scheduled Board meetings.
- Assist in marketing and supporting FPWR Canada fundraising events and initiatives.
- Assist with planning the Annual FPWR Canada Conference and Annual General Meeting (AGM).
- Represent FPWR Canada at sponsored events as identified by the Board of Directors.

## FPWR Canada Board of Directors – positions:

- **Secretary** – Record detailed Minutes at each Board of Directors Meeting.
- **Revenue Development Chair** – Provide expertise and guidance on fundraising initiatives, as well as create, Chair and support the directions of the Revenue Development Committee.
- **Communications and Social Media Chair**– Provide expertise relating to communications and social media outreach, as well as create, Chair, and support the directions of the Communications and Social Media Committee.
- **Medical/Pharmaceutical/Nutrition Advisor** – In cooperation with the FPWR Canada Scientific Advisor, represents the medical, pharmaceutical, nutrition perspective specific to the PWS community.
- **Volunteer/Outreach Chair** – Provide expertise on volunteer engagement and recognition, and, community outreach.

## Election Process:

The FPWR Canada Board of Directors Nomination and Election Committee will review all resumes, cover letters, and letters of reference, provided by each nominee. Qualified nominees for the specific Board position will be contacted for a telephone interview with 2 members of the Nomination and Election Committee.

New Board members will be announced at the January 23, 2018 FPWR Canada Board of Directors Meeting.

## Nomination and Election Committee:

The Nomination and Election Committee will be the FPWR Canada President, Treasurer and one other Director of the FPWR Canada Board of Directors.