



*“Together we will celebrate and care for the Old North End forever”*

85 Durham Street, Saint John, NB - Tel: (506) 658.2980

## **THE ONE CHANGE ANNUAL GENERAL MEETING- GENERAL INFORMATION**

Our organizational structure, as well as our Annual General Meeting, helps to ensure that we remain accountable for the services and supports that we offer through The ONE Change Inc. As well, our annual election of our Board of Directors allows us to produce fresh ideas when planning our future goals.

Our Board of Directors is supported by three standing committees, which includes the Executive, Finance and Program Management Committees. Reporting to the Board Chairperson and the Executive Committee, our Executive Director oversees the overall operations of the One Change and the Nick Nicolle Community Centre throughout the year.

## **ANNUAL GENERAL MEETINGS (AGM’S)**

Every year in April, we hold our AGM to elect the ONE Change Board of Directors, and present the Annual Report and Audited Financial Statements. Both the report and the financial statements must be approved by the membership, and then copies of all documents are submitted to our funding sources.

## **THE ONE CHANGE BACKGROUND**

The ONE Change Inc. exists to serve our neighbourhood. Our mission is “Together we will celebrate and care for the Old North End forever” – and below are the seven commitments that we make to the Old North End.

1. ONE Change is committed to resident engagement at all levels.
2. ONE Change is committed to partnering with other community groups and organizations.
3. ONE Change is committed to community safety.
4. ONE Change is committed to community health.
5. ONE Change is committed to safe and affordable housing.
6. ONE Change is committed to employment readiness.
7. ONE Change is committed to making sure people are proud to be part of our community.

## **CALL FOR NOMINEES TO THE BOARD OF DIRECTORS**

### **NOMINATION PACKAGE 2016 Annual General Meeting**

The Nominating Committee, established by the ONE Change Inc. Board of Directors, is responsible for recruiting individuals that possess the necessary skills and experience that match the identified needs of our organization, and complement the skill sets of our existing Directors. Each year at this time, volunteers interested in serving as board members are recruited.



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## **ROLE AND EXPECTATIONS OF BOARD MEMBERS**

- The ONE Change Inc. is a twelve? member Board of Directors elected by the membership.
- Nominations are accepted by the Nomination Committee with a goal of achieving a balance regarding background, neighbourhood residents, professionals, business community, partners, gender, and age.
- Each Director is viewed as an advisor and leader, and through their commitment and dedication, share in the organization’s abilities to achieve its mission and vision for the future.

*The Board’s responsibilities include, but are not limited to:*

- Overall governance of the operations of the ONE Change Inc.;
- The development, approval, and monitoring of the ONE Change Strategic Plan - ONE Voice;
- Development and approval of human resource management and program policies;
- Financial and risk management oversight.

## **What are we looking for in a Board Director?**

It is the goal of the Nominating Committee to recruit individuals interested in contributing to the ONE Change Inc. by sharing their skills and experience in any of the following areas;

- Neighbourhood and resident inclusion and awareness
- Leadership and program management
- Policy development and implementation
- Communications and media relations
- Partnership development
- Volunteer and Mentorship development
- Financial management/accounting



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## **RECRUITMENT AND NOMINATION PROCESS**

The Nominating Committee recruits volunteers to fill vacant positions on the Board of Directors, and prepares a slate for presentation at the Annual General Meeting.

The Annual General Meeting of the ONE Change Inc. will be held at **6:00 pm on Thursday, April 21, 2015**, at the Nick Nicolle Community Centre 85 Durham Street, Saint John, NB.

## **NOMINATION PROCESS:**

All nominees are required to complete and submit a Nomination and Nominee Profile Form (see below), to the attention of the ONE Change - Nominating Committee on or before 4:00 pm on Wednesday, April 13, 2016.

Individuals nominated to the Board of Directors are required to attend the Annual General Meeting and shall be given the opportunity to speak, if they choose, to their nomination for a maximum of 2-3 minutes.

Please note that nominations **will not** be accepted from the floor at the Annual General Meeting.

## **ELECTION PROCESS**

Directors shall be elected or appointed to the Board of Directors of the ONE Change Inc. for a two-year term as follows:

Directors shall be elected by the Members at the Annual General Meeting. The nominees receiving the largest number of votes will be elected. In the event of a tie vote, there shall be a second ballot to resolve the tie, and if a tie remains, such a tie shall be resolved by drawing names.

## **ELECTION:**

An Election Committee, consisting of three appointed community representatives, shall be established by the ONE Change Inc. Nominating Committee to preside over the election process. Voting shall be done by ballot.

## **ANNUAL GENERAL MEETING PACKAGE AND ANNUAL REPORT**

In preparation for its Annual General Meeting, the ONE Change Inc. produces an Annual General Meeting Package, which will include a copy of both its annual report and audited financial statements.

The ONE Change Inc. 2016 AGM package will be available at the AGM on April 21, 2016.



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**BOARD OF DIRECTORS NOMINATION FORM**

Nomination Deadline: Wednesday, April 13, 2016

NAME OF NOMINEE:

ADDRESS:

PHONE (h): (w):

EMAIL:

QUALIFICATIONS FOR POSITION:

Please complete and submit the Nominee Profile Form. Please include any additional information you feel is relevant to this nomination.

ACCEPTANCE: I accept this nomination for a position on the Board of Directors of the ONE Change Inc. for a two (2) year term.

SIGNATURE OF NOMINEE: \_\_\_\_\_

NOMINATED BY: \_\_\_\_\_



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**BOARD OF DIRECTORS NOMINEE PROFILE FORM (to be read at AGM)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PLEASE PROVIDE A BRIEF STATEMENT EXPLAINING WHY YOU WOULD LIKE TO BE ON THE BOARD OF DIRECTORS OF THE ONE CHANGE INC. AND WHAT YOU WOULD BRING TO THE BOARD AND THE ORGANIZATION AS A WHOLE:

VOLUNTEER EXPERIENCE / ACHIEVEMENTS: \_\_\_\_\_

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ARE YOU INVOLVED WITH THE ONE CHANGE INC.? \_\_\_\_\_

IF SO, HOW HAVE YOU BEEN INVOLVED WITH THE ONE CHANGE INC.?

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WHAT COMMUNITY ISSUES ARE OF INTEREST TO YOU?

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Fax, mail or email your Nomination and Nominee Profile Forms to:

The ONE Change Inc. Nomination Committee C/O 85 Durham Street, Saint John, NB - Tel: (506) 658.2980 Email: [galloway.barry.m@gmail.com](mailto:galloway.barry.m@gmail.com).