



Electrical Contractors Association of Ottawa

Information for Potential New Board Candidates

Are you thinking of putting your name forward to sit on the Electrical Contractors Association of Ottawa (ECA Ottawa) Board of Directors? Thank you for your willingness to serve on the Board and Committee's. ECA Ottawa fills an important need in our industry and we believe that you will find serving on the Board to be a rewarding experience.

Here some information you should know.

The Board

The Board is comprised of 10 representatives. In practice, the Board of Directors is intended to represent a cross-section of the membership and care is given to ensure the Board has a proper balance with regards to the size of member firms.

In order to serve on the Board, your company must be, and remain, an active member in good standing of the Association. Further, Board Members must be an owner or an officer of the firm or corporation he/she represents. You must hold an executive position with discretionary authority or a person acting as the local branch representative of a member corporation.

Officers

The Officers of the Board consist of the President, the Vice-President, the Treasurer and the Immediate Past President who all serve a two-year term. The Treasurer is appointed by the new Board. The above four officers form the Executive Committee along with the General Manager/Executive Director (*ex-officio*, non-voting).

Once a Director is elected to the position of Treasurer, they automatically ascend through the positions to President. The officers are not subject to re-election by the membership.

Nominations

To be nominated you must submit a completed Nomination Form. The form must be signed. Only active members in good standing, who meet the criteria as outlines in Article 4 of the Operations Manual

- All Nominations received by the deadline are submitted to the Nominating Committee.
- The Nominating Committee recommends a slate of candidates to the Board
- The Board recommends a slate of candidates to the general membership.
- A second call for nominations follows allowing anyone who previously applied or any other person to put their name forward.
- If additional names are received an election is held during the Annual General Meeting for any contested seats.
- All Directors are elected for a two year term.



The ELECTRICAL CONTRACTORS' Association of Ottawa

Time Commitment:

Board Progression

You should be aware that it may take as long as 18 years commitment as a Board member to progress through the Committee's, to the Executive Committee and finally to the position of President.

Meetings

The Board meets 12 times per year. In addition to the Board Meetings there are two (2) All Members Meetings and one (1) Annual General Meeting, which Board Members are required to attend. However, these 3 meetings are typically held on the same date as the scheduled Board Meetings.

Board Meetings are typically held in the ECA office and on the first Tuesday of each month, unless there is a conflict for which they will be rescheduled. Board meetings start in the afternoon and last approximately two (2) hours. Board Members can attend via phone or digital format when indisposed, in order to reach a quorum of seven (7). Note that missing three (3) consecutive Board Meetings is grounds for dismissal from the Board.

Committee's

ECA Ottawa has nine active Board which are comprised mainly of Board Members. Board Members are appointed or volunteer to participate in said Committee's. This adds to the commitment although most of these Committees meet no more than quarterly. These include the Executive Committee, Labour Management Committee, Local Apprenticeship Committee, Electrical Industry Benefit Plan Committee, Education Committee, ETBA/ETJB Committee, Change Order guide Committee, JEPP Committee and the OCA Board Electrical Representative.

Calls and Emails

It should be noted that in addition to the Board and Committee meetings there will be a requirement to respond to calls and emails which apply to your functioning on the Board or a Committee. Although every effort is made to limit this communication, it is inevitable that there will be some requirement on your time.

Events

While it is not mandatory to attend the events held throughout the year, it is certainly encouraged and expected unless there are unforeseen circumstances. These events include the Summer Board of Directors Meeting which is typically offsite and often out of the city of Ottawa. The second event would be the ECAU Golf Tournament & Fundraiser which takes place once a year, usually in early July. The final event, at this time, is the Christmas Gala which is held in early December each year.

Constitution, Procedural By-law and Code of Conduct

ECA Ottawa is governed by a Constitution and the Board and Committee meetings are governed by Procedural By-laws. If you are elected to the Board, you will receive copies of other pertinent policies. Board members and staff are subject to the Code of Conduct.

Any questions can be forwarded to Daryl Sharkey, ECA Ottawa Executive Director/General Manager