

COSMETOLOGY ASSOCIATION OF NS

BOARD DIRECTOR ELECTIONS

Board Directors play an integral role in the future of the cosmetology industry. Being a Board Director is an important but valuable decision to make. People join not-for-profit boards for all kinds of reasons; some want to give back to their community, some want to network and build their resumes, and many want a bit of both. Whether or not an individual is recruited or chooses to join on their own, most people step up with great intentions; however, personal gain or opinion may come up from time to time.

The Cosmetology Association of Nova Scotia's Board Directors are forward-thinking, committed to and supportive of the Cosmetology Association, and volunteer their time to the Association with a focus on strategic planning while ensuring the Association, its members, and the industry remains at the forefront. Every year approximately 1/3 of the Board of Directors will retire and be replaced by newly elected or re-elected Directors.

MANDATORY REQUIREMENTS

To become a director, a candidate must:

- be a licensed Member of the Cosmetology Association who is and has remained in good standing with the Association for the past 5 years,
- act in the best interest of the Association and the membership,
- be open-minded and forward-thinking,
- promote the integrity and future of the Cosmetology Association, its Members, and the industry with no hidden agenda or personal goals,
- practice and promote the highest safety standards and protocols for public protection,
- be able to travel when required,
- attend the Cosmetology Association's Annual General Meeting,
- be willing to partake in professional development if required,
- be willing to volunteer at meetings and events held for Members.

RESPONSIBILITIES

An elected sitting Director must:

- work well in a group setting and be committed to supporting the Association's strategic plans, mission and values,
- exercise common sense and judgment,
- consider the Cosmetology Industry as a whole and not focus on one skill area unless it is relevant to a topic up for discussion or agenda item (opinions regarding topics and issues must be fair and non-biased, encompassing the needs of the industry, the

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evolution of the industry, and the opinions of all Members and the industry as a whole),

- attend and actively participate in four (quarterly) Board meetings per year (meetings are typically held on a Sunday or Monday to accommodate schedules),
- regularly monitor their director account (Microsoft Office Teams email, etc.) and respond to all correspondence from the Association's Executive Director or Executive Assistant in a timely manner,
- be prepared for meetings by offering relevant questions and input and ask for clarity when required (it is imperative to be knowledgeable of and understand the Association's role in the cosmetology industry, the legislation and policies governing the industry in Nova Scotia and across the country, to read all materials provided including financial statements and agendas prior to any meeting, which may include but is not limited to research if needed),
- attend the Annual General Meeting (typically held in the fall),
- attend and volunteer at other meetings and events throughout the year,
- participate in conference calls when required (virtual options are available for those unable to travel to a meeting site; however, this is not applicable to the AGM).

CONFIDENTIALITY & CONDUCT

Board Directors **must** maintain confidentiality when discussing matters related to Association operations or meetings and must conduct themselves in a manner that always exudes professionalism and respectable behaviour.

Board Directors are required to review legislation applicable to Board Directors and to be knowledgeable of new Director information upon election, as well as sign a *Code of Conduct* and *Confidentiality Agreement* at the first meeting of the Board Directors following the AGM.

Assistance with reviewing and clarifying documentation and mandatory requirements outside of Board meetings is always available in this regard. Please contact the Executive Director at executivedir@nscosmetogy.ca to schedule an appointment.

DIRECTOR REIMBURSEMENT

While Board Directors are volunteers, Directors are paid a meeting stipend and will be reimbursed for mileage, hotel, and meals in accordance with the Cosmetology Association's *Policies & Procedures* manual.

Interested in becoming a Board Director Candidate?

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BOARD DIVERSITY

The Cosmetology Association supports a fair and diverse workplace for everyone, regardless of age, race, or background, and keeps safety and inclusion at the heart of its leadership.

Core Values

- *Equal treatment for all*
- *Respect for every unique viewpoint*
- *Fair leadership through open governance*

To build a diverse board, the Association strongly urges any member with a valid practice license to consider running for a director position.

CANDIDATE QUALIFICATION

Any individual holding a valid licence to practice cosmetology and working in industry for 5 years or more is eligible to run for a Board position, including those

- Licensed in specific cosmetology fields like makeup, eyelash enhancements, nails, or body hair removal,
- Cosmetologists who do not yet hold a Master or Instructor title,
- Members from diverse cultural, regional, or Indigenous backgrounds, and

This is a great opportunity to give back to the industry. If you or someone you know is interested and have the time to volunteer, jump on board by submitting the required documentation today!

NOMINATION & ELECTION PROCESS

To run in the director election, the individual **must be nominated by a licensed Member** in good standing with the Cosmetology Association.

Nomination forms can be found on the Association's website under the "News & Info / AGM" tabs or can be obtained by emailing memberresponse@nscosmetology.ca (note "Request for Nomination Form" in the subject line of the email).

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For members to make an informed decision when voting for new Board directors, all candidate information will be posted to the Cosmetology Association's website for viewing prior to the election.

Candidate nomination forms must include the following information and documentation:

- the candidate's resume (including cosmetology training and work experience, and any professional development, volunteer work performed in local communities, and or career achievements),
- a recent clear photo of the candidate for posting to the Cosmetology Association's social media and website, and
- a short bio outlining the candidate's experiences working in the industry, reasons why they want to join the Board of Directors, and how they feel they would be a good fit for the Board.

Candidates **must attend** the Annual General Meeting (AGM) and are required to give a **(maximum)** 2-minute speech at the meeting.

Nomination forms and documentation should be submitted to the Association's Executive Director at executivedir@nscosmetology.ca, or via fax to (902) 334-7108 no later the date and time posted on the Cosmetology Association's website (under the "News & Info / AGM" tabs.)

For more information regarding the election process, please visit the Association's website at www.nscosmetology.ca, and click on the "**News & Events / AGM**" tabs.

NOTE: The Board of Directors **must approve** a candidate's nomination to run in the Board election. Prior to approving a nominee, the Board will consider the diverse needs of the Cosmetology Association, demographics, and the nominee's historical standing with the Association. Once approved, the Executive Director will notify each candidate of the Board's approval to run in the election.