



## Mandatory Requirements & Responsibilities for Candidate Nomination:

### **Requirements:** Candidates must:

- be a licensed member of the Cosmetology Association who **is and has remained in good standing** with the Association
- be non-biased, open-minded, and forward-thinking
- promote the highest safety standards and protocols for the protection of the public, the future of the Association, its Members, and the Industry with no hidden agenda or personal goals
- must be able to travel when required
- must attend the Annual General Meeting
  
- must attend the Association's annual Board Orientation
- attend Board Orientation and training throughout the year
- always maintain confidentiality (all Directors sign a Confidentiality Agreement).

### **Responsibilities:** Directors are expected to:

- be committed to supporting the Association's mission and values
- exercise common sense and judgment
- consider the Cosmetology Industry as a whole and not focus on one skill area unless relevant to a situation (opinions should be nonbiased and fair)
- work well in a group setting
- attend and actively participate in 4 Board meetings per year (meetings are typically held on a Sunday or Monday to accommodate schedules)
- respond to all emails and phone calls from the Association office in a timely manner
- read all materials, financial statements, and agendas prior to any meeting
- be prepared for Board meetings (with research if required, relevant questions or input, etc.)
- attend the Annual General Meeting (typically held in the fall)
- (on request) attend other events throughout the year
- Participate in Board conference calls when required (through Zoom or Microsoft Teams - virtual options are available for those unable to travel to a meeting site, excluding the AGM).

### **Director Reimbursement**

The position of Board Director is a volunteer position; however, Board Directors are paid a small meeting stipend and are reimbursed for mileage, hotel, and meals when traveling.