



SECRETARIAT

National Accreditation Council, Guyana. 109 Barima Avenue, Georgetown, Guyana
Tel: (592) 225-9526/225-7662 Email: habava2018@gmail.com/canqateinfo@gmail.com

CALL FOR NOMINATIONS FOR CANQATE BOARD 2019-2021

The term for the current CANQATE Board ends in October 2019 and we are seeking nominations for all positions.

The Board of Management of CANQATE comprises ten (10) persons, including the Regional Co-ordinators and the immediate Past President. The Regional Co-ordinators are members of the Board by virtue of their position. The President shall be elected from an external quality assurance agency. The immediate Past President shall serve as an *ex officio* member of the Board, without voting rights.

Nominees must signify their willingness to serve if elected and must be able to dedicate adequate time to the task. Effective time management is a critical skill that nominees should possess. Generally, CANQATE requires a Board that is committed to its mission and is willing to be active in its governance. Eligible persons should be representing members in good financial standing and should be:

- a. Committed to the ideals of CANQATE
- b. Experienced in quality assurance processes and procedures
- c. Willing to take responsibility for projects
- d. Good team players
- e. Willing to go beyond the call of duty to ensure the success of CANQATE
- f. Able to dedicate at least two days a month to the affairs of CANQATE

Nominations should be accompanied by:

1. Written confirmation by nominee of agreement to serve if elected and endorsed by Head of their agency/institution; and
2. A biographical note of the candidate¹, of not more than 250 words.

Nominations should be forwarded to the CANQATE Secretariat at canqateinfo@gmail.com on or before October 4, 2019.

¹ The nominee's brief biography must also explain their interest in the position and any new ideas they would bring to CANQATE



SECRETARIAT

Election of CANQATE President

I hereby nominate: _____

(Name)

(Organisation²)

as a candidate for the position of President.

Nominated by: _____

(Name)

(Signature)

(Organisation)

Nominations should be forwarded to the CANQATE Secretariat at canqateinfo@gmail.com on or before October 4, 2019.

² The organisation must be a full member of CANQATE



SECRETARIAT

Election of CANQATE Vice President

I hereby nominate: _____

(Name)

(Organisation³)

as a candidate for the position of Vice President.

Nominated by: _____

(Name)

(Signature)

(Organisation)

Nominations should be forwarded to the CANQATE Secretariat at canqateinfo@gmail.com on or before October 4, 2019.

³ The organisation must be a full member of CANQATE



SECRETARIAT

Election of CANQATE Treasurer

I hereby nominate: _____
(Name)

(Organisation⁴)

as a candidate for the position of Treasurer.

Nominated by: _____
(Name)

(Signature)

(Organisation)

Nominations should be forwarded to the CANQATE Secretariat at canqateinfo@gmail.com on or before October 4, 2019.

⁴ The organisation must be a full member of CANQATE



SECRETARIAT

Election of CANQATE Secretary

I hereby nominate: _____

(Name)

(Organisation⁵)

As a candidate for the position of Secretary.

Nominated by: _____

(Name)

(Signature)

(Organisation)

**Nominations should be forwarded to the CANQATE Secretariat at
canqateinfo@gmail.com on or before October 4, 2019.**

⁵ The organisation must be a full member of CANQATE



SECRETARIAT

Election of CANQATE Board Member

I hereby nominate: _____

(Name)

(Organisation⁶)

As a candidate for the position of Board Member.

Nominated by: _____

(Name)

(Signature)

(Organisation)

Nominations should be forwarded to the CANQATE Secretariat at canqateinfo@gmail.com on or before October 4, 2019.

⁶ The organisation must be a full member of CANQATE



SECRETARIAT

Election of CANQATE Board Member (Regional Coordinator)

I hereby nominate: _____

(Name)

(Organisation⁷)

as a candidate for the position of Board Member (Regional Coordinator).

Nominated by: _____

(Name)

(Signature)

(Organisation)

Nominations should be forwarded to the CANQATE Secretariat at canqateinfo@gmail.com on or before October 4, 2019.

⁷ The organisation must be a full member of CANQATE



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Agreement to Serve when Elected

I, from
(Name in Capitals) (Name of Organisation)

hereby confirm that I will serve as a CANQATE ⁸President/Vice President/Treasurer/Secretary/
Board Member when elected.

Signature: Date:

Institutional Consent by Head of Agency/Institution

I,,
(Name in Capitals) (Title of the Head of Agency/Institution)

hereby confirm that has been
(Name of Nominee)

authorized to represent
(Name of Organisation)

by serving on the CANQATE Board as ⁹President/Vice President/Treasurer/Secretary/Member
when elected.

Signature: Date:

⁸ Select as applicable

⁹ Select as applicable