2014 Call for Nominations/Volunteers
Deadline for Nomination: May 15, 2014

The Canadian Society of Microbiologists encourages members to take an active role in running the society. We are currently looking for members to serve on the following committees for the upcoming term coinciding with the annual conference in July 2014. If you are interested in helping your society in this or in any other way please contact the CSM secretariat at info@csm-scm.org for more information.

List of Open positions

1. 2nd Vice-President
2. Secretary/Treasurer
3. Graduate Student Representative
4. Vice Chair - Applied & Environmental Microbiology Section
5. Vice Chair - Infections & Immunity Section
6. Vice Chair - Molecular Genetics & Cellular Microbiology
7. Education committee representative
8. CSM Murray Award Committee (2 positions)
   - one for 2014-2015, deadline for nomination, April 20, 2014;
   - one for 2015-2016, deadline for nomination, May 15, 2014)

RESPONSIBILITIES:

2nd Vice-President (Term: 1 year)

1. Acceptance of this position implies a commitment of 4 years to the CSM, 2nd Vice-President, 1st Vice-President, President and Past President. In the absence or disability of the 1st Vice-President, the 2nd Vice-President will perform the duties of the 1st Vice-President.
2. To attend all meetings of the Executive and Council and all business meetings of the Society.
3. To serve, if agreed by the Executive, as one of the two signing officers of the Society.
4. To plan and prepare for his/her term of office as 1st Vice-President.
5. To perform such additional duties as may be imposed from time to time by the Executive or Council.
6. To succeed the 1st Vice-President at the conclusion of his/her term.

Secretary / Treasurer (Term: 3 years)

1. To give notice of, and to compile and circulate the agenda for, all meetings of the Executive and Council and all business meetings of the Society.
2. To attend and record votes and minutes of all proceedings at all meetings of the Executive and Council and all business meetings of the Society.
3. To submit the minutes of all business meetings of the Society to the Executive and Council.
4. To receive nominations from the appropriate nominating committees for officers, section officers and CSM Award Committee member, to inform each candidate of the result and to announce the names of the successful candidate to Council and to the Society at the annual meeting.

5. To receive nominations for honorary membership, to submit valid nominations to Council for approval if a vacancy exists, and to include approved names on the ballot.

6. To receive proposed amendments to the by-laws of the Society, and to submit valid proposals for approval sequentially to Council, to then next annual business meeting, and to the membership on the next election ballot. To submit approved amendments to the Minister for Consumer and Corporate Affairs.

7. To serve as one of the two signing officers of the Society.

8. To liaise with the chairmen of sections and committees and with the officers of branches to facilitate their work.

9. To present a written report to each meeting of Council and to the annual business meeting of the Society.

10. To render to Council and to the Society at its annual business meeting an account of transactions and of the financial position of the Society.

11. To prepare and present annually to Council a budget showing anticipated revenues and expenditures for the ensuing year.

12. To recommend annually to Council the amount of dues to be established for members for the following year.

13. To supervise and take responsibility for the performance of any assistant, employee or contracted commercial firm to whom any of the duties of the Secretary-Treasurer have been delegated.

**Graduate Student Representative**

The roles of the Graduate Student Representative are:

1. To liaise with the university Student Representatives and to publicize CSM student award competitions

2. To encourage student membership in CSM;

3. To encourage participation of students at the Annual Conference;

4. To encourage input from students to the activities of CSM;

5. To liaise with the CSM Executive member.
Vice Chair - Section Officer:

1. Acceptance of this position implies a commitment of 4 years to the CSM, 2 years as Vice Chair and 2 as Chair.
2. The Chair of each section shall preside at all meetings of the section.
3. The Vice-Chair of each section shall assist the Chair of the section as required. In the absence or disability of the Chair, the Vice-Chair shall perform the duties of the Chair.
4. The Chair and Vice-Chair of each section shall be members of Council and shall attend all meetings of Council during their respective terms of office.

Education & Careers Committee: (Term: 3 years, to overlap with current co-chair)

1. To promote the discipline of microbiology and an awareness of the CSM to the public at large.
2. To promote and encourage graduate and undergraduate students and post-doctoral fellows to follow a career in microbiology, and participation in the CSM.
3. To promote and encourage quality community college, undergraduate and graduate education in the fields related to microbiology in Canada.
4. To advocate to the Executive and Council the needs of the membership in matters of microbiology education in its broadest sense.
5. To oversee the mission of the Education & Careers committee.
6. To oversee the running of the activities of the committee.
7. To seek member input regarding microbiology education and career matters and channel concerns on these matters to the executive.
8. To propose to the CSM Executive changes to the activities under its jurisdiction.
9. To propose to the Executive changes to its mission.
10. To ensure that sufficient quality volunteers are used for the various tasks of the committee.
11. To attend all meetings of the Council and all business meetings of the Society.
12. To prepare a report to Council on activities.

AWARDS COMMITTEES

CSM Murray Award for Career Achievement (Term: 3 years; chair the last year)

1. To work within the terms of reference of the Committee as approved by Council and the Society.
2. To circulate documentation on nominations received in the current year, and on unsuccessful nominations remaining from the preceding two years, to members of the Committee and to conduct a ballot or other procedure to select the award winner.
3. To communicate the name of the winner to the President who will inform the award winner.
4. To ask nominators of unsuccessful candidates whether they wish to have their nominee stand for a subsequent year and to forward any information that needs to be updated.
5. To maintain the files of the Committee, to keep them confidential, and to pass them to the succeeding chairperson.
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Please complete the following information and send to the CSM at the address below, along with a photograph and CV. Expand the page as needed. SVP, complétez les informations suivantes et envoyez le tout à l’adresse de la SCM, avec une photographie et CV. Agrandez la page comme nécessaire.

Biographical Profile/Profil Biographique

Name/Nom:

Nominee for/Candidat pour:

Executive Committee

☐ 2nd Vice-President (4 year term, will be president in 3rd year)

☐ Secretary / Treasurer (3 year term)

☐ Graduate Student Representative

Council

☐ Vice Chair - Applied & Environmental Microbiology Section

☐ Vice Chair - Infections & Immunity Section

☐ Vice Chair - Molecular Genetics & Cellular Microbiology

Education and Careers Committee:

(3 year term)

Awards Committee: ☐ CSM Murray Award Committee, for senior Canadian Researchers: (2 positions)

(3 year term, Chair 3rd year)

  a. First with an April 20, 2014 deadline to participate in 2014 judging.

If nomination is for 2nd Vice President, please provide a summary of your vision for the Society:

Previous activities within the CSM/Activités précédents à l’intérieur de la SCM:
Previous Appointments (with dates)/Positions antérieurs

Memberships in other organizations/Membre d’autres organisations:

Honours and/or Awards/Mentions et/ou Prix:

Major Research Interests/Interets Principaux de Recherche: