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## **2011 Call for Nominations/Volunteers**

**Deadline for Nomination: April 8, 2011**

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The CSM 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 June 2011. If you are interested in helping your society in this or any in other way please contact the CSM secretariat at [info@csm-scm.org](mailto:info@csm-scm.org) for more information.

### **List of Open positions**

1. 2<sup>nd</sup> Vice-President
2. Meetings Secretary
3. Graduate Student Representative
4. Education and Careers Committee Co-chair
5. Award Selection Committees
  - a. CSM Award for Senior Canadian Researchers

### **RESPONSIBILITIES:**

#### **2<sup>nd</sup> Vice-President (Term: 1 year)**

1. Acceptance of this position implies a commitment of 4 years to the CSM, 2<sup>nd</sup> Vice-President, 1<sup>st</sup> Vice-President, President and Past President. In the absence or disability of the 1<sup>st</sup> Vice-President, to perform the duties of the 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> Vice-President at the conclusion of his/her term.

### **Meetings Secretary (Term: 3 years to overlap with current secretary)**

1. To maintain a repository of information pertaining to the scientific planning and operation of annual meetings and to make this information available to the 1<sup>st</sup> Vice-president, the Local Organizing Committee and the Secretariat.
2. To liaise with Chair, Education & Careers Committee who is responsible to notify student members of the Society of the rules and procedures relating to the Student Award through the **Call for Abstracts**.
3. To liaise with the CSM Secretariat in preparation of the Call for Abstracts, to receive abstracts and to submit them to the section chair and vice-chair for acceptance and scheduling.
4. To organize submissions, in consultation with the section chairpersons, into paper and poster sessions.
5. To attend all meetings of the Executive and Council and all business meetings of the Society.
6. To prepare a report to Council on activities.

### **Graduate Student Representative (Term: indeterminate)**

1. To liaise with university members and to publicize the CSM student award competitions.
2. To encourage student membership in CSM.
3. To encourage participation of graduate students at the annual conference.
4. To encourage input from graduate students to the activities of CSM.
5. To monitor progress of the internal university selection process for identifying the university's nominee for the Canadian Microbiologist of the Year Award.
6. To attend all meetings of the Executive and Council and all business meetings of the Society.
7. To prepare a report to Council on activities.

### **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 Award for Senior Canadian Researchers (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. Collect nominations and acknowledge them as they arrive.
3. 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.
4. To communicate the name of the winner to the President who will inform the award winner.
5. To inform nominators of other candidates for the award that they were unsuccessful and ask if they wish the name to stand for subsequent years, and if any other information is available. Candidates should not be informed.
6. 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**

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**Name/Nom:**

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**Nominee for/Candidat pour:**

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- Executive Committee**
- 2nd Vice-President (4 year term, will be president in 3<sup>rd</sup> year)**
  - Meetings Secretary (3 year term, to overlap with current secretary)**
  - Graduate Student Representative: Indeterminate term**
- Council**
- Education and Careers Committee Co-chair:  
(3 year term, to overlap with current co-chair)**
- Other**
- CSM award Committee, for senior Canadian Researchers:  
(3 year term, Chair 3<sup>rd</sup> year)**
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**If nomination is for 2<sup>nd</sup> Vice President, please provide a summary of your vision for the Society:**

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**Previous activities within the CSM/Activités précédents à l'intérieur de la SCM:**

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**Previous Appointments (with dates)/Positions antérieurs**

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**Memberships in other organizations/Membre d'autres organisations:**

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

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**Major Research Interests/Interets Principaux de Recherche:**

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**Canadian Society of Microbiologists**  
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