



## 2017 Call for Nominations/Volunteers

**Deadline for Nomination: May 1st, 2017**

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 June 2017. 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](mailto:info@csm-scm.org) for more information.

### List of Open Positions

1. **2<sup>nd</sup> Vice-President**
2. **Meetings Secretary**
3. **Post Doctoral Representative**
4. **Armand Frappier Outstanding Student Award Committee (2 positions)**
5. **Honourary membership – Self nomination will not be considered.**

### 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, the 2<sup>nd</sup> Vice-President will 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)

1. The Meetings Secretary shall maintain a repository of information pertaining to the financial and scientific planning and operation of the annual conference.
2. He/she shall provide abstract forms to all members of the Society and, in consultation with the First Vice-President, shall undertake the responsibility of handling the abstracts submitted and of coordinating with the Local Organizing Committee to ensure timely printing of the Program and Abstracts for each annual conference.

## **Post Doctoral Representative**

The roles of the Post Doctoral Representative are:

1. To publicize CSM post doc activities.
2. To encourage Post Doc membership in CSM.
3. To encourage participation of Post Docs at the Annual Conference.
4. To encourage input from Post Docs concerning all CSM activities.
5. To liaise with the CSM Executive members.

## **AWARDS COMMITTEES**

### **CSM Armand Frappier Outstanding Student Award (Term: 3 years; chair the last year)**

1. To work within the terms of reference of the Committee as will be 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 1<sup>st</sup> Vice 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.

## **HONOURARY MEMBERSHIP**

1. Honourary Member: Any person who has made a distinctive contribution to microbiology shall be eligible by membership for election as an Honourary member.
2. Honourary members shall be exempt from the payment of all dues and assessments, including registration fees for conferences organized by the Society.
3. A nomination for Honourary membership shall be made in writing. The nomination shall be submitted to Council, and if approved by three-fourths of Council it shall be submitted to the membership on the next ballot as provided in By-Law 4.2. The nominee shall be declared elected if affirmed by three-fourths of the votes cast.
4. Self nomination will not be considered.



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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:

Executive  2nd Vice-President (4 year term, will be president in 3<sup>rd</sup> year)

Committee  Meetings Secretary (3 year term)

Post Doctoral Representative

Awards Committee:  CSM Armand Frappier Outstanding Student Award Committee:  
(3 year term, Chair 3<sup>rd</sup> year)

Honorary Membership

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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:

**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:**

**Canadian Society of Microbiologists**  
CSM-SCM Secretariat, C/O Rofail Conference and Management Services (RCMS)  
17 Dossetter Way, Ottawa, ON K1G 4S3· Canada.  
Tel: 613-421 7229 · · Email: [info@csm-scm.org](mailto:info@csm-scm.org) ·  
Web site: <http://www.csm-scm.org>