



## CALL FOR NOMINATIONS TO I-SPARC'S NOMINATING COMMITTEE

As a volunteer directed Society, I-SPARC is seeking two individuals to fill positions on its Nominating Committee. The Nominating Committee is responsible for ensuring that the I-SPARC Board of Directors is composed of qualified and skilled persons capable of, and committed to, providing effective governance leadership for the organization.

### Profile of Committee Members:

**Appointment:** The Directors will appoint the Nominating Committee. The Committee will be comprised of three independent and impartial individuals, who are not directly tied to current I-SPARC program delivery, operations or governance.

**Ancestry** – Preference will be provided to candidates with Indigenous ancestry.

**Conflict of Interest** - No member of the Nominating Committee may be seeking office in the election. Individuals must not have any current affiliation with I-SPARC as an employee or volunteer, or as an employee or director of an I-SPARC Partner Agency.

**Term of Office** – Committee members will be appointed for up to a three-year term.

### Duties and Responsibilities:

- Identify, recruit, and interview candidates; and recommend them for appointment to the Board.
- Communicate directly with each candidate to discuss the roles, responsibilities and expectations of a director.
- Oversee all aspects of the appointment process leading up to and at the Annual General Meeting, including identifying and enforcing specific timelines and any other administrative requirements.
- Where appropriate, identify individuals for future nomination processes.

### Other Considerations:

**Time Commitment** – The Nominating Committee conducts two Director search processes per year (one in the fall and one in the spring). Each process may require up to four meetings (one to two hours per meeting), plus preparation time to review and analyze applications.

### How to Apply:

#### There are two steps to your application:

1. Complete your application online [here](#)
2. Upload a personalized video to wetransfer.com of up to two minutes describing your experience, expertise and interest in being a part of the I-SPARC Nominating Committee

**Video Upload Instructions:**

- Go to <https://wetransfer.com/>
- Click on “[Upload file](#)”
- For “Email To” type: [moirag@whidbey.com](mailto:moirag@whidbey.com)
- Enter your email as sender
- Enter “[Last Name First Name ISPARC Nominating Committee](#)” for Title
- Click Transfer
- You will be prompted to confirm your email via a verification code sent to your email address.

(Note: You have the option to create a free WeTransfer account if you wish.)

**If you are not able to create your own video, please contact Moira Gookstetter - [moirag@whidbey.com](mailto:moirag@whidbey.com) to make arrangements for your video submission.**

The **Deadline for applying is 5pm, February 13th, 2025.** Questions about the positions or process should be directed to:

**Moira Gookstetter, I-SPARC Nominating Committee Administrator**  
[moirag@whidbey.com](mailto:moirag@whidbey.com)