



2023 Call for Nominations/Volunteers

Deadline for Nomination: January 20, 2023

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 year. 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. These positions will start July 1, 2023 except for (#3) Education Committee which will be as soon as applications are received to help with 2023 abstracts and awards' selection.

List of Open Positions

- 1. 2nd Vice-President**
- 2. Secretary / Treasurer**
- 3. Education Committee**
- 4. EDI Committee: multiple positions**

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 the next annual business meeting, and to the membership on the next election ballot. To submit approved amendments to Corporations Canada.
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.

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 college and university 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.

Must attend CSM Annual Conference to participate in the Education Committee's activities during the Annual Conference.

Recruiting new members to join the CSM EDI committee in 2023! (Term: 2 years)

This committee aims to promote Equity, Diversity, and Inclusion (EDI) in all of its activities including but not limited to membership, leadership, recommendations for the annual conference local organizing committee, and mentoring. We strive to promote and maintain a sense of welcoming and belonging for Indigenous Peoples, women, persons with disabilities, racialized people, 2SLGBTQ+ members, and other equity-deserving groups. **We are particularly seeking graduate students, postdoctoral fellows, and members of the indigenous community.**

Nominees attach a short bio to the form and complete the 250 words write up on their commitment to the principles of EDI, and send as a PDF in one document to info@csm-scm.org



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Please complete the following information and send to the CSM Secretariat Info@csm-scm.org, along with a photograph and CV. Expand the page as needed.

Biographical Profile

Name:

Nominee for:

Executive Committee: **2nd Vice-President (4 year term, will be president in 3rd year)**

Secretary/Treasurer: (Term: 3 years)

Council **Education Committee: (Term: 3 years)**

EDI Committee: Multiple positions (Term: 2 years)

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

If nomination is for EDI Committee, please indicate in 250 words your commitment to the principles of EDI



Previous activities within the CSM:

Previous Appointments (with dates)

Memberships in other organizations:

Honours and/or Awards:

Major Research Interests :

Additional Information:

Canadian Society of Microbiologists

CSM-SCM Secretariat, C/O Rofail Conference and Management Services (RCMS)

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