



NOMINATION ACCEPTANCE FORM

I, \_\_\_\_\_ do hereby accept the nomination for the position of (indicate one by placing your initials in front of the position you wish to run for):

\_\_\_\_\_ - Chair of the Board (1) for a two-year term ending with elections in Fall of 2022

\_\_\_\_\_ - Director (2) for a three-year term ending with elections in Fall of 2023

\_\_\_\_\_ - Director (2) for a three-year term ending with elections in Fall of 2022

\_\_\_\_\_ - Director (1) for a one-year term ending with elections in Fall of 2021

in THE ASSOCIATION OF TAX & ACCOUNTING PROFESSIONALS at the General Membership Meeting to be held for the purpose of the election of Directors of the Board. This meeting is to be held VIA ZOOM Meeting in the Province of Ontario, on FRIDAY the 2<sup>nd</sup>, of OCTOBER, 2020 and commencing immediately following the conclusion of the ANNUAL GENERAL MEETING scheduled for 4:00 p.m.

Both Nominee and the Nominator must be Affirmed Voting Members in good standing as at the time and date of the General Membership Meeting.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

NOMINEE: \_\_\_\_\_

(Please type or print full name)

NOMINEE'S SIGNATURE: \_\_\_\_\_

NOMINATOR: \_\_\_\_\_

(Please type or print full name)

NOMINATOR'S SIGNATURE: \_\_\_\_\_

Return this form to the attention of:

Toni de Vries, Executive Administrator, ATAP

Email: [admin@atapcanada.org](mailto:admin@atapcanada.org)

**To: Prospective Board of Directors – (October 2020 AGM)**

The Association of Tax & Accounting Professionals operates by a Board of Directors elected by the membership for a pre-determined term as outlined in the Association By-Laws. What is not always made clear to prospective Directors is what will be required of them with respect to time, resources and energy. The purpose of this addendum to the Nomination Form is to allow the prospective Director to know and understand what is required and what the commitment means.

**ATAP is a Voluntary Board**

What this means is that there is zero remuneration attached to the position. Directors do not receive compensation; they do not receive free seminar registrations or memberships and enjoy no financial gain from the Volunteer work performed on the Board.

Board Members are reimbursed for reasonable out-of-pocket expenses directly related to Board business by submitting an expense report with the receipts attached. This means the Association will reimburse your travel costs when required, but will not buy you a laptop.

**ATAP is a Governing Board**

What this means is that the Board determines and sets policy which governs the day to day and long-term objectives of the Association. This is essentially the long-term vision and “business plan” of the Association. Board Meetings are once per month with no meetings being held during March and April of each year. Meetings dates are scheduled one year in advance in order to block the time in your calendar. In general, meetings are held electronically and last approximately 3 hours.

**ATAP is a Working Board**

What this means is that Board Members take responsibility for the implementation, operation and on-going success of specific areas essential for the Association to operate. The amount of time and effort required for these various areas fluctuates depending on the actual area and in some cases, the time of year. In an ideal world, two Directors would work together to accomplish the tasks assigned so that in the event of illness or other unforeseeable events, the required area can continue on for the benefit of the Association and its’ Members.

Currently the Major “Working Board” areas are Seminars, Communications, Membership (including the Ambassador Program), Continuing Education and Professional Development, Standards and Member Benefits.

Administrative functions and requirements of the Board are handled by the ATAP Executive (Chair, Vice-Chair, Treasurer/Secretary) in conjunction with support staff.

**Time Commitments**

In general, ATAP Board members should be committing to approximately 8 hours per month in time commitment – 3 hour Board meetings and 5 hours with their “Working Board” function.

**Like More Information Before Committing to Run for Election?**

Contact any existing Board Member or Toni de Vries at [admin@atapcanada.org](mailto:admin@atapcanada.org). Toni will put you in touch with a Board Member who can assist you in arriving at a decision.