



Call for Nominations

Canadian Birkebeiner Society

2012/13 Board of Directors

The Canadian Birkebeiner Society (CBS) is calling for nominations to the Board of Directors to assist the Society in the strategic planning and implementation of the 2012 and 2013 Canadian Birkebeiner Ski Festival and accompanying events.

Mission:

The mission of the CBS is to stage a major annual cross-country ski event in the Edmonton region following in the tradition of the parent Norwegian Birkebeiner. The CBS promotes cross-country ski participation in an inclusive, fun and friendly atmosphere for all ages. The CBS also undertakes or endorses other events in the Edmonton area as deemed just and reasonable by the Board of Directors.

Positions Available:

There are currently three (3) positions available on the 2012 CBS Board of Directors. A snapshot of responsibilities is included below:

Secretary:

- Records and circulates minutes of all meetings of the Society and the Board;
- One (1) of the four (4) designated officers of the Society.

Marketing Director:

- Responsible for the marketing and promotion of the Canadian Birkebeiner Ski Festival;
- Prepares annual marketing plan and marketing budget;
- Oversees print and online marketing efforts by the CBS;
- Coordinates media campaigns related to the Ski Festival.

Festival Director:

- Plan and oversee all pre- and post- festival activities related to the Canadian Birkebeiner Ski Festival weekend (i.e. Volunteer Orientation, Nordic Fair, Opening Ceremonies, etc.);

Qualifications:

It would be considered an asset if nominees have experience, knowledge and training in one or more of the following areas:

- Board governance;
- Financial management;
- Marketing, branding and sales;
- Public relations and communications;
- Event management;
- Volunteer recruitment, retention and recognition;
- Legal services.

Term and Time Commitments:

Terms are granted for two (2) years commencing the date of the Annual General Meeting (AGM) held May 30th, 2011.

Typically, the Board holds meetings on a monthly basis for a duration of two (2) hours. Directors are also encouraged to form committees for their area of responsibility, of which they will chair. These meetings should also be held on a monthly basis for a duration of the Director's choosing.

Application Process:

If you feel that you can contribute to the successful planning and running of the 2012 and 2013 Canadian Birkebeiner Ski Festival, please email the Nominations Committee in care of manager@canadianbirkie.com by **May 20, 2011**. Please put "CBS Nominations Committee" as the email subject line and include the attached form and a summary of your work and volunteer experience.

Thank you for your interest!



Nominations Form

Canadian Birkebeiner Society

2012/2013 Board of Directors

Interested candidates:

1. Please complete this form;
2. Please email to manager@canadianbirkie.com;
3. Please include subject line "CBS Nominations Committee";
4. Please include a summary of your work and volunteer experience.

Deadline for submission: May 20, 2011.

Name:

Contact Number:

Email Address:

I am interested in the position of:

- Secretary
- Marketing Director
- Festival Director

Please check all that apply:

- I am currently a volunteer in good standing with the Canadian Birkebeiner
- I am a participant of the Canadian Birkebeiner Ski Festival
- I have had no previous involvement with the Canadian Birkebeiner

Please check all that apply or add others: "I possess the following experience, knowledge and training:"

- Board governance
- Financial management
- Marketing, branding and sales
- Public relations and communications
- Event management
- Volunteer recruitment, retention, recognition
- Legal Services
- Other _____

Date: