



*Saskatoon
Community
Clinic*

Community Health Services (Saskatoon) Association Ltd.

455 Second Avenue North, Saskatoon, Saskatchewan S7K 2C2 Phone 306-652-0300 Fax 306-664-4120

Community Health Services (Saskatoon) Association Ltd. Communications Committee

Candidate Package

2025 Annual General Meeting



Community Health Services (Saskatoon) Association Ltd.

April 22, 2025

Thank you for your interest in standing for election to the Community Health Services (Saskatoon) Association Communications Committee. The Nominations Committee asks that you review this package and, if interested, complete the included form.

There will be an election for two Communications Committee members at the 2025 Annual General Meeting on **Thursday, June 12.**

The Communications Committee Terms of Reference and related background information are attached.

You must be a member of the CHSA to be eligible to run for the Communications Committee. If you are not a member, you must apply by Friday, May 23 at 5 p.m. in order to be eligible to stand for election. If you are not a member, please contact Board Secretary Jennifer Draper at (306) 664-4240 or jdraper@communityclinic.ca, who will facilitate your membership being processed and approved.

The Nominations Committee asks candidates to inform us of their intentions by **Friday, June 2 at 5 p.m.** This allows us to share your candidacy in the meeting package we send out to AGM registrants in advance of the meeting. Early applications are appreciated for this reason, but we can receive nominations up until the time of the election.

The information you provide in your application will be used and disclosed for CHSA election and post-election purposes. It will be made publicly available as required for these purposes. By completing the attached forms and filing your nomination, you agree that CHSA can use your information—for example, by sharing it with members, staff, and the public, and including it in things like newsletters, the website, reports and meeting materials. You need to fill out all parts of the forms for your nomination to be processed.

Please feel free to contact me if you have any questions at (306) 664-4243. You can also discuss your nomination with Jennifer Draper, Board Secretary.

Sincerely,

Danielle Chartier
Member and Public Relations Director



BOARD OF DIRECTORS POLICIES

Community Health Services (Saskatoon) Association Ltd.

Policy Name: Member Communications Committee, Terms of Reference
Policy Type: Governance Process

Policy Number: GP-6.4
Date Approved: June 23, 2020
Date Last Revised:
Date Last Reviewed:



6.4.1. The purpose of the Member Communications Committee is to:

- 6.4.1.1. Ensure that cooperative principles and traditions are embedded in member communications
- 6.4.1.1. Recommend communications strategies that strengthen member engagement
- 6.4.1.1. Support the Board of Director's strategic planning process in order to foster the relationship between the Co-operative Association and its members
- 6.4.1.1. Provide advice on overall communication strategies to ensure integration between member and public communications

6.4.2. Authority: The committee reports to the members at the Semi-Annual Meeting and the Annual General Meeting and to the Board between those membership meetings.

6.4.3. Composition:

- 6.4.3.1 Three members of the Co-operative Association elected by the members for two-year terms.
- 6.4.3.2 Terms expire on the date of the Co-operative Association's annual meeting
- 6.4.3.3 No member may serve more than three consecutive two-year terms
- 6.4.3.4 The expiry date of committee member terms will be staggered to ensure an overlap of committee members
- 6.4.3.5 The Chairperson of the Values Committee serves as ex officio on the Committee
- 6.4.3.6 The Member and Public Relations Director and Executive Director will be invited to all committee meetings and participate, as required, to ensure operational requirements are addressed

6.4.4. Committee Chairperson:

- 6.4.4.1 The Chairperson will be a member of the committee chosen by the committee members
- 6.4.4.2 The role of the Chairperson is to:
 - 6.4.4.2.1 Chair committee meetings
 - 6.4.4.2.2 Provide leadership
 - 6.4.4.2.3 Prepare committee agendas in consultation with the MPR Director

6.4.5. Responsibilities:

- 6.4.5.1 The responsibilities of the committee are to:
 - 6.4.5.1.1 Identify and recommend communication strategies, actions and topics to communicate with members, potential members and the community
 - 6.4.5.1.2 Identify in consultation with the Board, members and staff issues, trends and concerns of interest to our audiences
 - 6.4.5.1.3 Assist with planning and evaluating member communications
 - 6.4.5.1.4 Provide support for member directed communication vehicles including in the following areas:
 - 6.4.5.1.4.1 editorial policy
 - 6.4.5.1.4.2 content, design and distribution
 - 6.4.5.1.4.3 themes and topics
 - 6.4.5.1.4.4 content of special interest to members and potential members
 - 6.4.5.1.4.5 soliciting, writing and editing copy
 - 6.4.5.1.5 Provide advice on communication vehicles directed to the public, for example, website, social media and annual report
 - 6.4.5.1.6 Orient new members to the committee including familiarizing members with co-operative values and traditions

6.4.6 Meetings: Quarterly or at the call of the chairperson.



Communications Committee Nomination Form

First and Last Name: _____

E-mail: _____

Mailing Address: _____

Phone number: _____

Are you a Member: ☐ Yes or ☐ No

Provide a 250-word or less candidate statement. Include: reasons for seeking election and relevant background that you would bring to the position.

Names and contact information for two nominators who are members of the Community Health Services (Saskatoon) Association Ltd.

Nominator 1:
Name: _____

Nominator 2:
Name: _____

Phone number: _____

Phone number: _____

Submit via email or mail before June 2 to ensure inclusion in AGM mailout to members:

Address: Nominating Committee
c/o Jennifer Draper, Board Secretary
Saskatoon Community Clinic
455 2nd Avenue North
Saskatoon, SK S7K 2C2

E-mail: jdraper@communityclinic.ca

Date of Annual General Meeting: June 12, 2025

Thank you for your interest!

Please contact the Member and Public Relations Director or the Board Secretary if you have any questions or require additional information.