

To ensure member representation on the board of directors, CACEA is seeking candidates for **one (1)** open position for the 2026-28 Board of Directors' term of office. Members of the board identify opportunities to advance the building and efficiency sectors while also improving and expanding upon programs and services that support and benefit members and the profession

Directors are asked to: attend 2-hour monthly board meetings, the Annual General Meeting (AGM), and other special meetings; contribute time and effort for the betterment of CACEA, which may include regional efforts; support and work to further CACEA's goals and vision; devote the requisite time to fulfill their duties as a director; and possess a leadership focus and desire to add value to CACEA, its members, and the sector.

The nomination process is designed to identify, encourage, and enlist the active participation of dedicated professionals in the service of CACEA at a leadership level. The procedures outlined below assist the nominating committee to conduct a fair and equitable evaluation, deliberation, and recommendation process for all nominated candidates. All applications received will be scrubbed of any identifying information before distributed to the nomination committee to ensure that the selection supports the association's Diversity, Equity, and Inclusion Policy.

## 2026-2028 Terms of Reference for Open CACEA Director Position

Directors are entrusted to provide awareness of industry issues, interests, and trends; provide leadership and support; implement the strategic direction; and speak on behalf of the association on local and national issues as authorized by the board. Directors serve for a two-year term of office.

### Roles and Responsibilities:

- Keep the board of directors abreast of trends and developments on a regular, or as needed basis.
- Provide regular updates at the board of directors' meetings as required.
- Build and enhance relationships with current and future members and stakeholders.
- Assist with communicating and implementing strategic initiatives.
- Attend all board meetings, the AGM, and other meetings as required by the board.
- Assist with member renewal and recruitment initiatives and processes as required.
- Serve on at least one committee and assist it/them, as well as other committees, as required.
- Assist in other areas as required by the board.

### Key Competencies:

- Strong knowledge of and ability to articulate and discuss issues and challenges facing the industry.
- Good understanding of CACEA's initiatives and strategic goals and direction.
- Strong network in the building sector is an asset.
- Strategic thinker.
- Previous board or committee experience is an asset

National Time Requirements: Approximately 4-6 hours per month.

## Timeline for Nomination and Election Process

The general process and timeline for the nomination process are:

- Nomination application deadline: **January 8, 2026.**
- The nomination committee will review all applications, conduct interviews as required, and ensure a proposed slate of directors represents the diversity and roles of our members across Canada, complies with the Bylaws, and supports CACEA's continued leadership and governance practices.
- The board will approve the slate of directors, and the vote will be ratified by the members at the Annual General Meeting, which is scheduled for February 2026.

## Nominating Committee

The nominating committee is chaired by the current president and may include both board and non-board members to ensure member interests are represented. This process is open and inclusive.

## How to Submit a Nomination

Applicants should review the Terms of Reference to ensure they can fulfill the expectations and requirements of a director. Nominees must be members in good standing with voting privileges and submit the following:

### Nomination Form

- Each nominee must complete a Nomination Form to ensure each candidate presents his/her qualifications and level of commitment to the association in a consistent format, and so the nominating committee has the same information from all candidates. This form must be delivered to [info@cacea.ca](mailto:info@cacea.ca) by the deadline date noted below.
- An endorsement (signature on the form or by separate email to [info@cacea.ca](mailto:info@cacea.ca) with the subject line: ***Endorsement of (NAME) for the CACEA Board of Director***) by a CACEA Member.

**IMPORTANT NOTE:** CACEA will not accept nominations from the floor at the AGM.

**Applications received after January 8, 2026, will not be considered.**

## Criteria Used for the Selection of Board of Directors Candidates

In reviewing candidates, CACEA's nominating committee will consider the following:

- Leadership and experience in the building and energy/efficiency sector.
- Previous experience serving on a board (either for-profit or non-profit) is an asset.
- Involvement with and service to CACEA.
- Strategic thinking and ability to envision opportunities for the profession nationally.
- Leadership attributes and ability to work collaboratively and engage in debate and discussion.
- Commitment to participating in all required meetings.
- Strong network within the building and energy sectors.
- Ability to represent CACEA as an ambassador with agencies and other organizations.
- Other criteria as specifically relevant to the position.

If you have questions about the board position, the nomination form, and/or the nomination process, please contact Cindy Gareau by telephone at 1-888-315-2774 or by email at [manager@cacea.ca](mailto:manager@cacea.ca).

**Please email your completed Nomination Application package (nomination form and an endorsement signatures/emails no later than January 8, 2026, at 5:00pm ET to [info@cacea.ca](mailto:info@cacea.ca).**

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**1. INDUSTRY ENGAGEMENT**

Describe the opportunities and challenges facing the industry, CACEA, and the board of directors, as well as your overall sector engagement and network. (Feel free to submit a separate page if needed.)

**2. PERSONAL STATEMENT**

Highlight why you are interested in being a director and why you would be a strong candidate (highlight leadership skills; contributions to the board's skillset and structure; interests; professional expertise/background; and qualifications for serving on the CACEA board.) (Feel free to submit a separate page if needed.)

**3. CACEA PARTICIPATION AND SUPPORT**

Highlight your CACEA experience, including whether you have served on a committee and your related roles and responsibilities; specific events that you have attended; your knowledge/understanding of CACEA's services, strategic goals, and the direction that CACEA is currently addressing. (Feel free to submit a separate page if needed.)

**4. PARTICIPATION WITH OTHER ORGANIZATIONS**

List organizations, associations, trade groups, advisory boards, and other board of directors, committee, or volunteer experiences (list organization, roles, responsibilities, and time commitment). (Feel free to submit a separate page if needed.)

**5. ENDORSEMENT SIGNATURE/EMAIL**

I am a CACEA member in good standing and endorse this candidate for the board of directors.

*If submitting emailed endorsements, please email the endorsement to [info@cacea.ca](mailto:info@cacea.ca). Please put in the subject line: **Endorsement of (NAME) for the CACEA Board of Director.***

\_\_\_\_\_  
Print Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date