



## **Board of Directors Nomination Form**

### **Requirements:**

1. Nomination forms must include contact information for the two nominating CHTA members in good standing;
2. Nominees must provide a brief biography (no more than 150 words) demonstrating that their skills match the current needs of the board (see attached Board Competencies);
3. Nominees must complete the Board Profile and Competency Matrix on page 3;
4. Completed Nomination Forms must be received by the Nomination Committee Chair no later than 6 weeks prior to the AGM (deadline October 14, 2019);
5. Nominees must be approved by the Nomination Committee and ratified by the Board prior to the AGM.

Name of Nominee: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

By signing below, I consent to my nomination and confirm that I meet the requirements of the CHTA Nomination Policy, and I have read and agree to abide by the Board Member's Job Description.

1. Nominees must be a CHTA voting member in good standing for at least 2 months prior to the AGM;
2. Nominees must demonstrate that their skills match the current needs of the Board;
3. Nominees (excluding incumbents) must be nominated by 2 members in good standing;
4. Nominees must read and agree to the Board Member's Job Description (attached);

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

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### **Nominator Information (2):**

Name/Member: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

Name/Member: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

## Canadian Hemp Trade Alliance Board Competencies

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**Governance** – Experience, knowledge or expertise in board governance in the private, public, and/or non-profit sector. A clear understanding of the distinction between the role of the board versus the role of management. Governance experience could be acquired through prior board or committee service or reporting to/or working with a board as an employee.

**Business/Management** – Experience, knowledge or expertise in sound management and operational business processes and practices in the private or public sector. This may include an understanding of topics such as managing complex projects, leveraging information technology, planning and measuring performance, and allocating resources to achieve outcomes.

**Legal/Regulatory** – Experience, knowledge or expertise in legal principles, processes, and systems. This may include interpreting and applying legislation, experience with adjudicative or quasi-judicial hearings or tribunals, or an understanding of the legal dimensions of organizational issues.

**Human Resources** – Experience, knowledge or expertise in strategic human resource management. This may include workforce planning, employee engagement, succession planning, organizational capacity, compensation, and professional development. Knowledge or expertise in CEO performance management and evaluation may be a related asset.

**Accounting/Financial** – Experience, knowledge or expertise in accounting or financial management. This may include analyzing and interpreting financial statements, evaluating organizational budgets and understanding financial reporting.

**Risk Management** – Experience, knowledge or expertise in enterprise risk management. This may include identifying potential risks, recommending and implementing preventive measures, and devising plans to minimize the impact of risks, experience or knowledge of auditing practices, organizational controls, and compliance measures.

**Marketing/Promotion** – Experience, knowledge or expertise in the promotion or marketing of products or services. Experience with product definition, development of brand propositions, creation and delivery of marketing or sales programs.

**Public Relations/Media** – Experience, knowledge or expertise in communications, public relations or interacting with the media. May include knowledge of effective advocacy and public engagement strategies, developing key messages, crisis communications, or social media and viral marketing.

**Government/Policy** – Experience, knowledge or expertise of the broader public policy context affecting the organization. May include strategic priorities of government and the relationship between those priorities and the work of the organization.

**Stakeholder Engagement** – Experience, knowledge or expertise in consultation and consensus processes. May include knowledge of effective private or public sector decision-making processes requiring validated contribution from multiple individuals or classes of interested parties.

**Hemp Genetics** – Experience, knowledge or expertise in hemp genetics, including genetic development or seed marketing.

**Hemp Production** - Experience or demonstrated knowledge or expertise in the growing of industrial hemp. This may include broadacre or horticulture production experience.

**Hemp Food** – Experience, knowledge or expertise in the processing of hemp seed into food products. This may include dehulled hemp seed, hemp oil and/or hemp protein.

**Hemp Fibre** – Experience, knowledge or expertise in processing hemp fibre. May include primary (decortication) and/or secondary (value added) processing of bast, hurd, microfibre (dust), woven, non-woven, hempcrete and/or other industrial or consumer products.

**Hemp Fractions** - Experience with, or able to demonstrate knowledge or expertise in extracting cannabinoids and other bioactive ingredients (i.e. terpenes, and flavonoids) from hemp chaff (flowers and leaves). May include production of bulk or consumer products.

**Hemp Feed** – Experience, knowledge or expertise processing of hemp products as animal feed. This may include commercial feed manufacturing and/or on-farm feed preparation.

**Leadership/Teamwork** - Demonstrated ability to inspire, motivate and offer direction and leadership to others and an understanding of the importance of teamwork to the success of the board. Ability to recognize and value the contributions of board members, staff, and stakeholders.

**Strategic Thinking/Planning** - Demonstrated ability to think strategically about the opportunities and challenges facing the organization and to engage in short, medium and long-range planning to provide high-level guidance and direction.

**Critical Thinking/Problem Solving** - Demonstrated ability to apply critical thinking to creatively assess situations and generate novel or innovative solutions to challenges facing the board of the CHTA.

2019 CHTA Board Profile and Competency Matrix			
Skill/Competency			
Rank your knowledge or experience in each category - 3 = Significant; 2 = Moderate; 1 = Minimal; 0 = Not at All			
Relevant Professional Experience	Self Score	Specialized Knowledge	Self Score
Governance		Hemp Genetics	
Business/Management		Hemp Production	
Legal/Regulatory		Hemp Food	
Human Resources		Hemp Feed	
Accounting/Financial		Hemp Fibre	
Risk Management		Hemp Fractions	
Marketing/Promotion		Personal Effectiveness Skills	Self Score
Public Relations/Media		Leadership/Teamwork	
Government/Policy		Strategic Thinking/Planning	
		Critical Thinking/Problem Solving	

Industry Involvement - check all that apply (Y/N)			
Farmer		Fibre Processor	
Seed/Genetics		Fractions Processor	
Food Processor		Researcher	
Livestock Feed		Consultant	

Email completed form, enclosed biography/profile and any other related documents to:

**Jan Slaski, Nominations Chair**  
[jan.slaski@innotechalberta.ca](mailto:jan.slaski@innotechalberta.ca)

Completed forms may also be mailed or faxed to;

**Canadian Hemp Trade Alliance**  
**Attn: Nominating Committee**  
**200, 6815 – 8<sup>th</sup> Street NE**  
**Calgary, AB T2E 7H7**  
**FAX: (403) 291-0190**

**Completed Forms must be received  
 by October 14, 2019.**