

Dear CALA Members,

It was great to see many of our Western Canada Members in May during CALA Connects 2024 at UBC in Vancouver. We are currently looking at venues in Montreal, QC for CALA Connects 2025, and we will let you know more about this very soon!

As discussed at the 2024 AGM, I'm returning to you with more information on potentially getting involved in CALA's governance, either on the CALA Board, or on Committees of the Board. Several Members may already be engaged with CALA as Assessors, as members of our Accreditation Council, or as Accreditation Advisory Panel. However, some volunteer governance opportunities do exist on our Board and its Committees. I describe each of these briefly below, along with considerations for getting involved.

### **1. CALA Board of Directors**

The CALA Board of Directors' responsibilities include strategically guiding the organization and protecting the integrity of CALA and its programs. The CALA Board consists of between five and ten Directors that are "elected" by the Members, and a maximum of five additional directors that may be "appointed" by the Board (with appointments filling no more than one third of the Board). As we reviewed at the AGM, we currently have an effective number of eight (8) Board Directors, of which seven have been elected by Members, and one who was recently appointed by the Board (Steve Craik, Alberta Environment and Protected Areas). In addition to geographic representation, the Board also seeks to have a balance of not-for-profit and for-profit Directors, where possible. Annex A provides a list of the current Board of Directors, as well as their term expiries.

***Consideration for CALA Members:*** *With a targeted effective number of 8 Directors, there are no openings on the Board in 2024/2025. At the May/June 2025 AGM, we do foresee the proposed re-election of three Board Directors, with no other positions available. However, in May/June 2026, we have the departure of one Director who will have served the maximum 6 years on the Board (Houssain El-Aribi). We are pleased to now accept any Member interest in serving on the CALA Board starting in May/June 2026.*

## **2. Committees of the CALA Board**

In addition to the Board of Directors, Members may be interested to participate in Committees of the Board. These Committees are largely comprised of Board Directors, however, there are some Member opportunities to become involved. Below is a brief description of each Committee, followed by considerations for Members to become involved.

### **2a. Finance Committee**

The primary function of the Finance Committee is to assist the Board of Directors in their financial oversight responsibilities by reviewing financial information provided to members and others; systems of internal controls established by management; and the Association's audit and financial reporting process.

### **2b. Compensation Committee**

The Compensation Committee is responsible for reviewing and making recommendations to the Board with respect to the President/CEO's performance and compensation.

### **2c. Nominating Committee**

The Nominating Committee takes a proactive approach to facilitate the nomination (for member election and Board appointment) of qualified and competent Directors.

### **2d. Regulatory Committee**

Provides advice to the CALA Board of Directors and President on regulatory matters and promotional/advocacy that may increase awareness of CALA and the benefits of accreditation within relevant government policy-making bodies.

### **2e. Strategy and Risk Committee**

Assists the Board of Directors of CALA in fulfilling their oversight responsibilities of progress on strategic initiatives outlined in the Strategic Plan and maintains oversight of the risk management function and policy.

### **2f. IT Strategic Advisory Committee (ITSAC)**

ITSAC provides recommendations to the CALA Board regarding important information technology (IT) expenditures and investments (e.g., CAMS). It provides input and advice to the President/CEO on strategic IT issues (e.g., cyber-security, technologies and investments, IT roadmaps and strategies), as well as updates to the CALA Board.

**Consideration for CALA Members:** Board Committees 2a, 2b, and 2c (Finance, Compensation, and Nomination) are currently limited to Board Directors. However, opportunities do exist for Members to become involved in Committees 2d, 2e, and 2f (Regulatory, Strategy and Risk, ITSAC). Member experience in the issues of these Committees would be an asset. We are pleased to accept Member interest in serving on the Board Committees dealing with Regulatory issues, Strategy and Risk, and IT strategies (ITSAC).

Please note that all travel expenses for Directors of the Board are covered by CALA (normally 2 in-person meetings + 2 virtual meetings per year). For Board Committees, no in-person meetings are normally planned with usually 3-4 meetings held virtually per year.

If you have interest and related experience in the above areas and would consider volunteering your time for these CALA roles, please contact Lilliane Al-Jouni at [laljouni@cala.ca](mailto:laljouni@cala.ca). Positions are limited and not all Members may get the opportunity to participate this time, but we will reply to you and keep your name and interest on record for further consideration by the Nominating Committee and Board of Directors in future opportunities.

Yours truly,

A handwritten signature in black ink, appearing to read "Kevin McKinley". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Kevin McKinley  
President and CEO

# ANNEX A

## CALA Board of Directors 2024/2025

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	May/June	May/June	May/June	May/June	May/June	May/June	May/June	May/June	May/June	May/June
Houssain El-Arifi	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members			
Jennifer Blaney		Appointed by Board	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members
Sylvie Boisvenue		Appointed by Board	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members
Chris Bates		Appointed by Board	Appointed by Board	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members
Maria Marcos Mendoza			Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members
Daniel Blanchard			Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members
Brad Woodward			Appointed by Board	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members	Elected by Members
Steve Craik				Appointed by Board	Appointed by Board	Appointed by Board	Appointed by Board	Appointed by Board	Appointed by Board	Appointed by Board

Maximum 6-year period on CALA Board

## Annex B

### Committees of the CALA Board (2024/2025)

<b>Finance Committee</b>	<b>Compensation Committee</b>
<b>Chris Bates (Treasurer) - Chair</b>	<b>Sylvie Boisvenue (Chair of CALA) - Chair</b>
Daniel Blanchard	Houssain El Aribi
Maria Marcos - Mendoza	Daniel Blanchard
Stephen Williamson (CFO)	Stephen Williamson (CFO)
Kevin McKinley (CEO)	Kevin McKinley (CEO)
<b>Nominating Committee</b>	<b>Regulatory Affairs Committee</b>
<b>Maria Marcos-Mendoza (Secretary) - Chair</b>	<b>Jennifer Blaney - Chair</b>
Sylvie Boisvenue	Houssain El Aribi
Jennifer Blaney	Brad Woodward
Brad Woodward	Steve Craik
Kevin McKinley (CEO)	Klas Ohman (Past-Chair)
	Potential new Member
	Kevin McKinley (CEO)
<b>Strategy &amp; Risk Committee</b>	<b>IT Strat Advisory Committee (ITSAC)</b>
<b>Maria Marcos-Mendoza (Secretary) - Chair</b>	<b>Kevin McKinley - Chair</b>
Jennifer Blaney	Brad Woodward
Houssain El Aribi	Chris Bates
Sylvie Boisvenue	Jennifer Blaney
Potential New Member	Potential New Member Invitee
Stephen Williamson (CFO)	Stephen Williamson (CFO) - Invitee
Kevin McKinley (CEO)	Andrew Morris (CALA) - Invitee