



DIRECTOR NOMINATION PACKAGE

This package contains the following:

- Nomination & Election information and eligibility
- Director Election Nomination Form
- “Become A Forage Seed Director” brochure

Nominations:

Each year, one Alberta and one British Columbia director position in the Peace Region Forage Seed Association is up for election. Director terms are three years in length. To be eligible to be nominated for election as a Director, the individual must be:

- 18 years or older;
- an eligible producer or a representative of an eligible producer; and
- reside in the Province for which the individual is nominated to hold office as a Director.

An “eligible producer” is a producer or a company/partnership/organization in the Peace River region of Alberta or British Columbia involved in the growing of forage seed and contributes to the levy as set out in the *Grain Industry Development Fund Regulation* in British Columbia and the *Alberta Peace Region Forage Seed Growers Regulation* in Alberta. Producers who request a levy refund are still considered an eligible producer of the association.

Eligibility:

The Province to which a nominee belongs, depends on where the nominee resides and where the nominee’s operation is located. If the nominee:

- resides and is a producer in only one Province = that Province
- resides and is a producer in one Province and is also a producer in another Province = the Province in which that nominee resides
- resides in one Province but is a producer in a different Province = the Province in which the nominee is a producer

BRITISH COLUMBIA includes the whole Peace River Regional District

ALBERTA includes the following:

- (a) County of Grande Prairie No. 1;
- (b) Municipal District of Greenview No. 16;
- (c) Big Lakes County;
- (d) Municipal District of Smoky River No. 130;
- (e) Birch Hills County;
- (f) Municipal District of Spirit River No. 133;
- (g) Saddle Hills County;
- (h) Municipal District of Fairview No. 136;
- (i) Municipal District of Peace No. 135;
- (j) Northern Sunrise County;
- (k) County of Northern Lights;
- (l) Clear Hills County;
- (m) Mackenzie County;
- (n) any city, town, or village that is encompassed by the land described in clauses (a) to (m).



Collection of Information:

By providing the information requested on the nomination form, the nominator and the nominee consent to the Peace Region Forage Seed Association collecting, using, and disclosing their personal information for all purposes related to the election process, including publication in the annual report, and for the business of the Peace Region Forage Seed Association.

Deadline:

All completed nomination forms must be received by the PRFSA General Manager on or before **midnight on March 1**. Nomination forms received after that date will not be accepted. However, nominations will also be accepted from the floor during the director election process on the day of the AGM.

Questions can be sent to PRFSA General Manager, Talon Gauthier at coordinator@peaceforageseed.ca or by calling the office at 1 877 630 2198.

Nomination forms may be submitted to PRFSA by:

Mailing to: Peace Region Forage Seed Association
904 – 102 Avenue
Dawson Creek, BC V1G 2B7

Emailing to: coordinator@peaceforageseed.ca



DIRECTOR NOMINATION FORM

(Please print clearly)

The undersigned is hereby nominated to run for office as a Director in: (select one)

British Columbia

Alberta

NOMINEE:

Full Name: _____

Representative of: _____

Mailing Address: _____

City / Town: _____ Postal Code: _____

Home phone: _____ Cell Phone: _____

Email address: _____

NOMINATED BY:

Full Name: _____

Mailing Address: _____

City / Town: _____ Postal Code: _____

Home phone: _____ Cell Phone: _____

Email address: _____

DECLARATION:

The undersigned hereby declares that they have read the information that accompanied this Nomination Form and that the individual making the nomination and the nominee are:

- 18 years or older
- eligible producers or representatives of an eligible producer
- reside in the Province for which the nominee is being nominated to hold office as a Director

By signing this form the nominee accepts the nomination and consents to hold office as a Director if elected.

Date signed: _____ Signature of Nominator: _____

Date signed: _____ Signature of Nominee: _____



This page must be completed and submitted with the Nomination Form.

NOMINEE'S RESUME

All nominees must submit a brief resume (75-100 Words) which will be published on the Peace Region Forage Seed Association's website. We suggest you include information such as the type of operation you run (annual/perennial cropping, perennial cropping only, certified seed grower, etc.), activities/experience in other organizations and what you hope to contribute to the association as a board member.

Deadline:

All completed nomination forms must be received by the PRFSA General Manager on or before **midnight on March 1**. Nomination forms received after that date will not be accepted. However, nominations will also be accepted from the floor during the director election process on the day of the AGM.

Nomination forms may be submitted to PRFSA by:

Mailing to: Peace Region Forage Seed Association
904 – 102 Avenue
Dawson Creek, BC V1G 2B7

Emailing to: Talon Gauthier coordinator@peaceforageseed.ca

President's duties include taking leadership for PRFSA, chairing the AGM in March and the directors meetings over the year, consulting with coordinator to develop agendas for these meetings, responding to correspondence and issues in front of the board, setting up working groups or committees when issues require more effort to resolve.

Vice President's duties include chairing any meetings that the president is unable to. It is understood that the Vice President will be mentored by the President and be prepared to step into that role when the President is ready to step down.

Treasurer's duties include reviewing all financials prepared by the bookkeeper. The treasurer is responsible for keeping (or hiring someone to keep) all financial records and reporting to directors, funding agencies and general membership as required.

8. Is there reimbursement for expenses incurred to travel to meetings?

As of a resolution approved at the 2006 AGM, all directors are reimbursed for their travel and time at all directors' meetings or conference calls. They are also reimbursed for time and travel spent on working groups and committees, with board approval.

9. Is there travel outside the area or any in service training provided?

Regularly there is training on governance available once a year through the Alberta Marketing Council, usually in Central Alberta. Directors are encouraged to take this training (with travel expenses covered).

10. What are the benefits of sitting on the PRFSA Board?

Current directors say they enjoy talking with farmers from other areas before, during and after board meetings. After sitting in board rooms together, they feel more comfortable calling researchers or seed trade reps. They enjoy the networking and the information exchange. This board is remarkably diverse but a manageable size and highly effective. The directors report that they enjoy working with the dedicated, engaged advisors and contractors



*Peace Region Forage
Seed Association* 

Increase your Participation: Become a Forage Seed Director





10 Most Frequently Asked Questions about Becoming a Director for PRFSA

1. How many meetings are there? How much time does it take?

We meet every 4 to 6 weeks over the winter months (Oct to Apr), with quick conference calls in the summer months. The meetings usually are about 4 to 6 hr, including lunch. Conference calls are often 1 hr or less, incredibly focussed, and usually over with first thing in the morning.

2. Where are the meetings usually?

Since directors must travel from all over both the AB and BC Peace, meetings alternate between the 2 provinces. Historically they have been in either Spirit River or Dawson Creek. However, lately we have alternated hosting some information gathering in conjunction with the business meeting at new locations.

3. How many are there on the board? How long are the terms?

There are 3 growers from AB and 3 growers from BC. There is also a seed trade rep on the board and advisors from Alberta Agriculture, BC Ministry of Agriculture and Ag Canada. Each term is for 3 years; each board member can stand for 3 consecutive terms in office (maximum 9 years). If possible, terms are staggered to provide continuity and expertise to the Board.

4. What are the duties and expectations of BC directors?

The 3 BC directors also act as the Advisory Committee to the BC Peace River Grain Industry Development Council to ensure the forage seed levy funds are

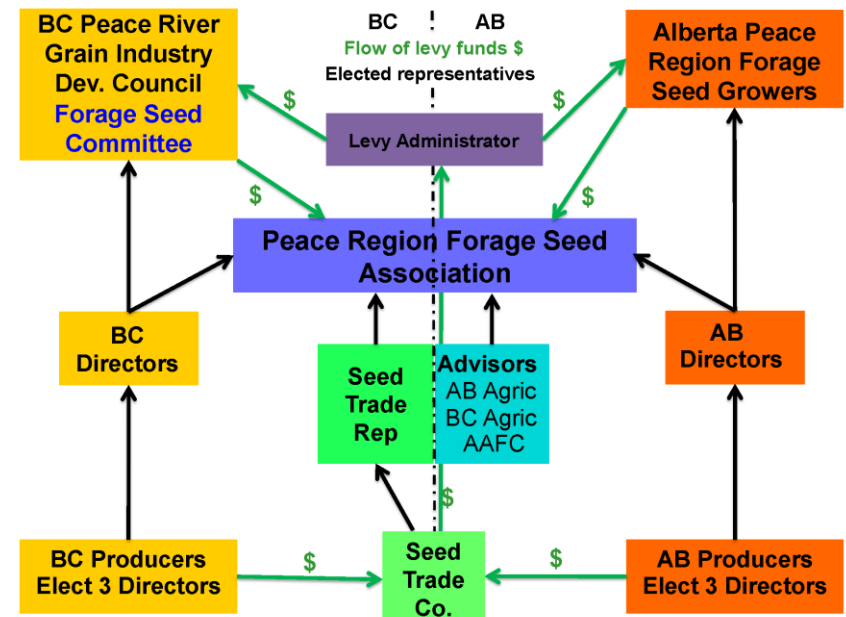
allocated consistently with the PRFSA Board of Directors strategic priorities. One of the 3 BC directors is elected to Chair this Advisory Committee and have signing authority on the Forage Seed Levy Account. Historically at least one BC director has also served on the executive of PRFSA.

5. What are the duties and expectations of AB directors?

The 3 AB directors are also simultaneously elected to form the Alberta Peace Region Forage Seed Growers Commission. This ensures that the forage seed levy funds are allocated consistently with the PRFSA Board of Directors strategic priorities. One of the 3 AB directors is elected to Chair this Advisory Committee and have signing authority on the Forage Seed Levy Account. Historically at least one AB director has also served on the executive of PRFSA.

6. How does PRFSA fit with Alberta and BC commissions?

There is a diagram that illustrates how these 3 entities interact and work together.



7. What are the duties for each executive position? President, Vice President, Treasurer?

The executive terms are elected annually for one year. The elections are at the directors meeting immediately following the AGM. At least 2 of these 3 people have signing authority on the PRFSA General and Research Accounts at the bank.