

Nomination for the Canadian Institute for Non-Destructive Evaluation (CINDE) Chapter Executive

135 Fennell Avenue West, Hamilton, Ontario, Canada, L8N 3T2 Telephone: 905-387-1655 Fax: 905-574-6080

Candidate Contact Information

Name:
Title:
Company:
Address 1:
Address 2:
City:
Province:
Postal code:
Business phone:
Mobile:
Email:
I am a current member of CINDE: Yes No
<p>Requested Chapter Position for consideration (<i>Descriptions found in Appendix B</i>):</p> <p style="margin-left: 40px;"><i>Chapter Chair (Acclaimed through succession)</i></p> <p><input type="checkbox"/> <i>Vice Chair</i></p> <p><input type="checkbox"/> <i>Secretary/Treasurer</i></p> <p><input type="checkbox"/> <i>Program Chair</i></p>

References

Chapter Executive candidates must be endorsed by two (2) CINDE members in good standing who do not currently serve on the Chapter Executive.

Reference 1:

Reference 2:

Name:	Name:
Title:	Title:
Company:	Company:
Address1:	Address1:
Address2:	Address2:
City:	City:
Province:	Province:
Postal code:	Postal code:
Business phone:	Business phone:
Mobile:	Mobile:
Email:	Email:
Relationship to the candidate:	Relationship to the candidate:
Statement of endorsement (describe why the candidate should serve as a Chapter Executive. No more than 200 words.)	Statement of endorsement (describe why the candidate should serve as a Chapter Executive. No more than 200 words.)



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Business background

Please describe (max. 200 words per field):

1. Why you are interested in serving on the Chapter Executive:

2. The business skills, experience, industry knowledge, resources or networks you will bring to the Chapter Executive in your requested position:

3. The leadership experience you will bring to the Chapter Executive:

4. Your vision for CINDE and the NDT profession in terms of NDT training and education, certification and related member services.

Please also attach your resume to this application and submit it with all supporting information to:

Vice Chair (Member Services)
c/o memberservices@cinde.ca
Fax 905-574-6080

Please call Member Services at 905-387-1655 Ext. 238 for assistance.

**By submitting your application, you have read and agree to abide by all rules, regulations,
By-laws & policies outlined by CINDE By-laws No. 8 and Appendix A.*

Appendix A: CINDE Chapter Terms of Reference

The CINDE **Mission** and **Vision** per the CINDE 2020 Strategic Plan are:

Mission: The Canadian Institute for Non-Destructive Evaluation advocates the needs and champions the capabilities of the NDT community in Canada and around the world.

Vision: The Canadian Institute for Non-Destructive Evaluation is the recognized NDT society in Canada for key stakeholders such as non-destructive (NDT) testing personnel, companies and academia.

As per By-law No. 8, the Purposes of the Canadian Institute for Non-Destructive Evaluation (CINDE) that support the mission and vision are:

1. To improve the quality of education in non-destructive evaluation, examination, inspection and/or testing (individually or collectively hereinafter referred to as “evaluation”) throughout Canada.
2. To promote the development of new techniques in non-destructive evaluation.
3. To assist Canadian industry in its use of non-destructive evaluation.
4. To certify non-destructive evaluation personnel, conduct written and practical examinations on behalf of public and private agencies for the purpose of certification of non-destructive evaluation personnel.
5. To receive gifts and donations to further the above objects.
6. To invest and deal with the monies of the Corporation not immediately required in such manner as may from time to time be determined.

CINDE chapters support these by accomplishing locally what CINDE achieves on a national scale. Section 10 of By-law No. 8 provides for Chapters as follows:

10. Formation and Operation of Chapters

10.1. The Board may form, create or otherwise authorize business chapters of CINDE in specified geographic areas of Canada at any time or from time to time.

10.2. Each chapter of CINDE shall follow the requirements as set out in the By-laws and CINDE’s policies and procedures as approved by the Board.

10.3. The fiscal year of each chapter shall be the same fiscal year as CINDE. Each year the Chapter Secretary/Treasurer shall submit to the CINDE National Office by April 30th in each year financial statements for the previous fiscal year prepared in accordance with Canadian generally accepted accounting standards. Alternately, CINDE may prepare such financial statements on behalf of the chapter.

The Canadian Institute for NDE promotes and participates in the field of Non-destructive evaluation, examination and/or testing on a worldwide basis through:

- Member activities & services
- Training and education
- Personnel Certification

Chapter Mission statement

To provide members of CINDE within a locally defined area:

- educational technical presentations at chapter meetings
- engaging networking opportunities with other NDT professionals
- representation to the CINDE Board of Directors through the Member Services Chair

Appendix B: Chapter Executive Position Descriptions

Chapter Chair

The Chapter Chair is responsible for ensuring the chapter operates according to Section 10 of the CINDE By-law No. 8 for Chapter Formation and Operation. Responsibilities include:

- Promote the CINDE vision, mission, goals and objectives
- Recruit new members and Chapter volunteers
- Schedule meetings and set agenda, preside at all chapter meetings
- Act as the Chapter liaison for the NDT in Canada conference
- Collaborate with other chapter Chairs on the CINDE Member Services Committee
- Hold the Chapter Executive accountable for their respective responsibilities
- Act as a liaison to colleges and universities with NDT in the curriculum
- Assist nominations for CINDE awards

Chapter Vice-Chair

The responsibilities of the Chapter vice-Chair include:

- Promote the CINDE vision, mission, goals and objectives
- Recruit new members and Chapter volunteers
- Assist the Chapter Chair in their duties
- Perform the duties of the Chapter Chair in their absence

Chapter Secretary/Treasurer

- Promote the CINDE vision, mission, goals and objectives
- Recruit new members and Chapter volunteers
- Record and report the minutes of Chapter Executive meetings
- Assist the National Office in advertising chapter events
- Develop and submit an annual budget to the Member Services Chair
- Work with the CINDE National Office to maintain chapter financial statements
- Co-sign cheques on behalf of the chapter
- Maintain a list of capital equipment owned by the chapter Eg. banner, audio / visual equipment etc.

Chapter Program Chair

- Promote the CINDE vision, mission, goals and objectives
- Recruit new members and Chapter volunteers
- Work with the Chapter Treasurer to develop and submit a budget for the annual program
- Work with the Secretary to advertise chapter events
- Organize, plan and execute chapter events
- Record and report attendee contact information