



**TO: MEMBERS OF THE ST. MICHAELS UNIVERSITY SCHOOL
ALUMNI ASSOCIATION (the "SMUSAA")**

**RE: REQUEST FOR NOMINATIONS FOR THE BOARD OF
TRUSTEES (THE "BOARD") OF THE SMUSAA**

DATE: March 1st, 2018

Dear Members:

We're writing to you again in advance of the annual election of Trustees to the Board of the SMUSAA. As of the time of writing this letter, we anticipate four (4) vacancies on the Board and, as provided for under the Bylaws of the SMUSAA, this year we will elect or re-elect four (4) Trustees, each for a term of three (3) years. The Board is comprised of twelve (12) Trustees in total.

For the benefit of new Members and for those Members who may be unfamiliar with our nominations process, the Nominations Committee has prepared a question and answer paper that explains some of the relevant details. This paper may be accessed on the school's website from the following link: <https://www.smus.ca/alumni/association> or a copy can be mailed to you upon request. In order to request a copy by mail, please call Nicole Laird, Advancement Associate at (250) 370-6175.

Each year the Nominations Committee has the task of ensuring that a sufficient number of suitable candidates are nominated to fill the vacancies occurring on the Board in that year. In doing so, the Nominations Committee considers the short and long term operational requirements of the Board and the general and specific skills and experience of each candidate in order to ensure, to the greatest extent possible, effective service of the Board to the SMUSAA and its Members as the Board moves forward with its Mission and Strategic Plan.

Under the Bylaws of the SMUSAA, Members may also nominate other Members. Candidates proposed by Members should submit the Nomination Paper found on the school's website at: <https://www.smus.ca/alumni/association> together with a detailed

biography (approximately 300 words in length) describing the candidate's general and specific skills and experience. Candidates should be strategic thinkers, be willing and able to give of their expertise, time, energy and resources to the SMUSAA, and hold the requisite maturity and enthusiasm that effective governance requires.

We ask that all prospective candidates fully consider the requirements and expectations of service on the Board *prior* to accepting nomination. These requirements and expectations include: attending meetings of the Board four (4) times each year, participating in the activities of at least one committee of the Board, and contributing to the development of the SMUSAA through specific skills and experience. Further details in this regard are described under the title "SMUS Alumni Association Governor Election Process — Q&A" on the school's website at: <https://www.smus.ca/alumni/association> and can be mailed to you from the Alumni Office upon request.

Please note that final date for Nominations Papers to be submitted to the Nominations Committee as described above is March 26th, 2018. These papers MUST be received by St. Michael's University School office no later than 5pm on this date.

At the conclusion of the nominations process, the Nominations Committee will e-mail or mail ballots to all Members in approximately the middle of April, 2018 in order to complete the elections process prior to the **Annual General Meeting of the SMUSAA, 12:00 pm May 5th, 2018.**

If you have any questions or comments, please feel free to contact me by e-mail at alumni@smus.ca or write to me in care of 3400 Richmond Road, Victoria, BC V8P 4P5.

Vivat!

Yours truly,

Kimberley Lobb ('98)

Chair- Nominations Committee, St. Michaels University School Alumni Association