

CALL FOR NOMINATIONS: *CPHR MANITOBA Board of Directors*

Our Board is excited and passionate about advancing the human resources profession. Our strategic plan focuses on key areas to help the profession and association grow.

To help guide and provide leadership to our plan, the CPHR Manitoba Board is seeking Board Members that will bring passion for its mission and a diverse set of skills.

Benefits of Serving on the CPHR Manitoba Board of Directors

- Opportunity to make valuable contributions to the HR community and to the future of work in the community.
- Be involved in advancing the strategic priorities of a self-regulated association.
- Network with HR professionals and business leaders in Manitoba.
- And more!

Director Experience and Qualities

- Senior leadership experience gained in the human resources, business, legal, government, academic or non-profit fields including the ability to evaluate strategic plans and reports for risks and issues.
- Previous external, non-profit Board experience working within a strategic governance model or with knowledge of governance best practices and processes.
- Experience working within a self-regulatory body or association.
- Business or financial acumen including budgeting processes and interpreting financial reports.
- Professional interest or commitment to advancing the Human Resources profession to a recognized profession.
- Knowledge of human resources national and international trends including business trends that affect the HR profession or its perception.
- Experience in leading and managing change within a business, government, academic or non-profit field.
- A commitment to learn about or understanding of CPHR Manitoba and CPHR Canada's organizational capabilities.
- CPHR Manitoba member who holds the CPHR Designation or a public representative.

The leadership qualities sought are:

- Ability to work collaboratively and build positive relationships with stakeholders such as members, national associations, partners, and communities.
- Ability to think independently and objectively and maintain convictions while being open minded, valuing and encouraging diverse opinions.
- Communication and negotiation skills to present and champion ideas.
- Visionary and strategic thinking.

Board Responsibilities

- Advise on, approve and oversee the development of CPHR Manitoba's strategic plan; obtain management updates on developments affecting strategy; and assess CEO performance against the strategic plan and Board policies.
- Ensure CPHR Manitoba is in compliance with the Chartered Professionals in Human Resources Act (The CPHR Act).
- Understand the finances and policies of the Association. Approve annual budget, CEO compensation and oversee fiscal management including selecting a third party audit of financial records.
- Monitor policies and ensure appropriate risk management mechanisms for areas such as insurance coverage, authorization procedures, board succession, planning and recruitment, human resources, conflict of interest, confidentiality, code of conduct, workplace health and safety, privacy, respectful workplace, gift acceptance, social media, communication, etc.
- Direct, control and inspire the association through the careful establishment of written policies that reflect the Board's values and perspectives.
- Approve all committee chairs and members for both board and staff committees based on recommendations from Nominating Committee. Review and approve recommendations on board committees' work and projects.
- Create or dissolve chapters to support the mandate, mission, vision and values of the board.
- Appoint CPHR Manitoba board representative CPHR Canada and make decisions to opt in or out of CPHR Canada standards on specific matters.
- Hear and rule on appeals, if required, to the decisions of the Complaints Committee .
- Select the representatives for boards outside CPHR Manitoba at the request of outside organizations.
- Solicit involvement and feedback from CPHR Manitoba members where possible.
- Represent loyalty to the Association.

Board Terms and Participation

- Serve on a Board Committee (Audit, Governance, Membership, Nominating, or Professional Standards).
- Attend six to seven Board meetings annually in addition to an orientation session, AGM and special membership meetings.
- Be properly prepared for Board deliberation, reviewing all materials in advance to make room for meaningful and engaged discussion and keep meetings confidential.

CPHR Manitoba recognizes that individuals may face barriers that hinder their full and equal participation in the workplace, and is committed to providing reasonable accommodation to all employees, volunteers and applicants who are or may be disabled by one or more barriers in the workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process.

CPHR Manitoba is committed to building a skilled, diverse workforce with equitable representation of Indigenous persons, visible minorities, persons with disabilities, women, 2SLGBTQ+ persons and members of other equity-seeking groups. Applicants for the board are encouraged to indicate in their covering letter or resumé if they are a member of these groups.

Election Process

If you would like to join a vibrant and committed Board excited about enhancing the HR profession, please send in your resume (or provide a link to your updated LinkedIn profile). We would also like you to prepare a cover letter highlighting the experience, qualities and interest you are keen to bring to the CPHR Manitoba Board.

Members: Please forward to attention of Nikolene Day, Chair of the Nominating Committee, care of hello@cphrmb.ca by end of day on **Friday, June 5, 2026**.

Non-Members/Public Reps: Are you a licensed professional (CPA, P.Eng, etc) interested in applying to serve on our board of directors as a public representative? Please send us your interest by **Friday, June 5, 2026**.

- If you have questions regarding the nominating process, please contact hello@cphrmb.ca.
- The Nominating Committee will be reviewing all nominations to establish the best possible Board candidates to assist in moving forward our strategic plan.
- The slate of candidates will be provided to the CPHR Manitoba membership in advance of the AGM. Voting by the membership will take place at the AGM.

Nominating Committee

Nikolene Day, CPHR, Nominating Committee Chair and Chair Elect of CPHR Manitoba

Kevin Gill, CPHR, Board Member and Nominating Committee Member

Ed Keddy, CPHR, Board Member and Nominating Committee Member

Beth Millard-Hales, CPHR, Board Member and Nominating Committee Member

Susan Young, CPHR, Board Member and Nominating Committee Member

Keith Sinclair, CPHR, Nominating Committee Member at Large

Alison Crozier, CPHR, Ex-Officio and Board Chair