

## **Hello ACTAO Members.**

**We are now ready to start the process of electing new directors for the Authorized Court Transcriptionist Association of Ontario.**

**The first step is to canvass the membership for volunteers. If you would like to put your name forward as a potential director, please respond to this email and advise whether you are putting your name forward for a one, two or three-year term. Responses will be accepted until December 11th at 1159 PM ET.**

**Allowing directors to seek one, two or three-year terms will facilitate a staggered turnover in directors which we believe is essential in ensuring a smooth transition between incoming and outgoing directors.**

**The role of a director is to move the Association forward towards its goal of fostering a relationship with the Ministry of the Attorney General that will allow the Association to play an active role in making positive changes to the court transcriptionist profession. We hope new**

**directors will come forward who are excited about that prospect and are willing to put time and effort into steering the Association in that direction. The work of the directors will be complemented by committees designed to tackle some of the issues the members believe need attention.**

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**Here is an outline of the process for electing new directors.**

- 1. Canvas membership by email for volunteers seeking a one, two or three-year term.**
- 2. If the number of volunteers is 5 or less, the existing directors will accept the resignations of outgoing directors and appoint those volunteers as new directors.**
- 3. If the number of volunteers is more than 5, an online election will be held. The 5 volunteers receiving the most votes will be appointed as directors. The remaining volunteers will be placed on a list, in order of number of votes, and may be called upon to take on the role of director should an existing director resign mid-term. Such an interim appointment will be at the discretion of**

**the existing directors, taking into consideration the length of time left before the next election process.**

**Any member of the Association is eligible to put their name forward as a proposed director. While some might bring years of experience as an ACT to the role, others newer to the profession might bring organizational skills, communication skills and technological skills, all of which are necessary ingredients to move the Association forward.**

**Please considering volunteering for the role of director. This Association needs your energy and enthusiasm.**

**Regards,**

**Directors:**

**Linda De Jong**

**Liz Logan**

**Joan MacPherson**

**Shelley Smith**