

## CALL FOR CANDIDATES

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## COMMITTEE MEMBERS

### - FREQUENTLY ASKED QUESTIONS -

#### **WHY RUN TO BE A CHAMBRE DE LA SÉCURITÉ FINANCIÈRE (“THE CHAMBER”) COMMITTEE MEMBER?**

By getting involved, you will be contributing to the advancement of your profession, learning more about the issues and challenges facing the 5 sectors and registration categories governed by the Chamber, and having a concrete impact on the decisions that affect your profession and your self-regulatory organization (SRO).

#### **WHAT IS THE CHAMBER’S GOVERNANCE STRUCTURE?**

The Act Respecting the Distribution of Financial Products and Services, indicating the Chamber's business is conducted by its Board of Directors ("the Board") composed of 11 administrators, who vigilantly make sure that the Chamber runs smoothly and take stand on the many issues that may have a negative effect on the profession and the public's protection. The Board establishes strategies and monitors their development with a long term perspective in mind. The Board monitors the results of the adopted action plan on an annual basis. For the Board, a major ethical principle governs directors' conduct: they must act solely in the interests of the Chamber. The Chamber's management implements strategies using management directives, and human, financial and technical means.

The Board creates the committees to tackle specific issues and relies on the members' expertise in its decision making. The Board appoints the committee heads from among the Chamber's directors at the first meeting following the elections or at a later date when circumstances warrant. The Board also appoints the members that make up the committee. The Board's chair and two vice chairs are invited to sit on the committee ex-officio.

#### **WHAT IS THE ROLE OF THE CHAMBER’S COMMITTEES?**

The Board relies on the support of the many Chamber committees to back its decisions. The committees are advisory bodies. The Board gives the committees the mandate to discuss certain topics that will facilitate decision making and render it more effective. The committees analyze the topics arising from the mandate. They give an account of their work to the Board and make recommendations if necessary. The Board must ratify a committee's recommendation to render it operational.

### **WHAT COMMITMENT IS INVOLVED FOR A COMMITTEE MEMBER?**

A committee member must be available to participate in committee meetings, which are held 3 times a year, except for the audit, finance and treasury committee, which meets at least 5 times a year. The committees meet as frequently as required by the Chamber's interests. Meetings last 3 hours on average.

### **WHAT LANGUAGE ARE COMMITTEE MEETINGS HELD IN?**

Committee meetings are held in French; all documentation related to the committees is in French.

### **HOW LONG IS A COMMITTEE MEMBER'S MANDATE?**

A committee member has a 1 year mandate as of his or her appointment. A committee member's mandate ends with the first Board meeting following the annual election of directors, unless another term is set. Any member's mandate can be renewed.

### **DO COMMITTEE MEMBERS RECEIVE COMPENSATION FOR THEIR INVOLVEMENT?**

Committee members are volunteers; they are not compensated for carrying out their duties. However, attendance fees are paid to committee members who attend meetings according to the conditions set out. Moreover, committee members are entitled to have expenses refunded, in accordance with the policy on this matter adopted by the Board.

### **WHO CAN RUN?**

To be eligible to run for a position as a Chamber committee member, a candidate may not, within the 5 years preceding the submission of his or her candidacy:

- a) Have been the subject of an Autorité des marchés financiers decision revoking, suspending, or placing restrictions or conditions on his or her certificate or refusing to issue or renew his or her certificate
- b) Been the subject of a guilty ruling from the Chamber's discipline committee.

### **WHAT STEPS DO I NEED TO TAKE TO RUN?**

- 1- Candidates can obtain their candidacy forms from the Chamber's website or by communicating with the Chamber at 514 282-5777 or at 1 800 361-9989.
- 2- Candidates then complete the form, preferably electronically, print it and sign it.
  - If the candidates wish, they can send a photo along with their candidacy form. The photo must be digital, in high-resolution (300 dpi) JPEG format.
- 3- Lastly, candidates must submit their duly completed and signed forms to the Chamber, by one of the following means:
  - The candidacy form can be scanned and e-mailed to:  
[comites@chambresf.com](mailto:comites@chambresf.com).

- Or, it can be faxed to 514 282-2225 or mailed to:

Chambre de la sécurité financière  
To the attention of M<sup>e</sup> Maryse Nadeau-Poissant  
Corporate affairs attorney  
300, Léo-Pariseau St., 26<sup>th</sup> floor  
Montreal (Quebec) H2X 4B8

- The candidacy forms must be received by August 15<sup>th</sup>, 2010 at the latest.
- 4- For questions regarding the procedure for running as a committee member, please contact the Chamber at 514 282-5777 or 1 800 361-9989.