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**Call for Nomination**

**Secretary-Treasurer, The Union North America Region**

The Union-North America Region is calling for nominations for Secretary-Treasurer to begin term of office on March 5, 2022.

Any active member of the Union is eligible to nominate anyone he/she thinks will be best suited for the role.

Nominees must be members of The Union and be willing to serve per the duties described below. Per standing practice, as the current Secretary-Treasurer is from the United States, nominees must be from Canada or from English-, French-, or Dutch-speaking countries of the Caribbean and the Americas.

Deadline for submission is November 3, 2021.

Nomination forms can be downloaded at ww.bc.lung.ca and emailed to Menn Biagtan at biagtan@bc.lung.ca once completed.

**Terms of Reference for the position of Secretary-Treasurer:**

Per the charter of the NAR, the Secretary- Treasurer serves two years in this position (2022-24) and then moves up to the Vice-President/Program Chair for a further term of two years (2024-26). Following the two years as the Program Chair, the person becomes the Past Vice-President/Program Chair (2026-28) and retains a seat on the Executive Committee of the NAR. The total term of service is 6 years.

The duty of the Secretary-Treasurer is to oversee the finances of the region with support of the Executive Committee. In addition, s/he acts as an apprentice to the Program Chair to learn how to plan and run the regional meeting. As part of this role, s/he will chair the Abstract Committee for the 2023 and 2024 NAR regional conferences.

As the Vice-President/Program Chair of the region, s/he will be responsible for scientific planning of the annual NAR regional conference. S/he will chair the Conference Planning Committee for the 2025 and 2026 NAR regional conferences.

As the Past Vice-President/Program Chair, s/he will continue to sit on the NAR Executive Committee from 2024- 2028.

The Executive Committee meets monthly by telephone as well as face-to-face annually at both the NAR Regional Conference and the Union World Conference on Lung Health. NAR nor The Union will not cover conference travel and registration to these meetings. It is understood that not all officers of NAR will be able to attend the World Conference, depending on location and timing. Finally, the entire Executive Committee is also a part of the Council of the NAR – this body is responsible for the overarching direction of the NAR. The Executive Committee is charged by the Council to carry out its direction between annual meetings of the Council which occur just prior to the NAR Regional meeting.

The term of office for the next Secretary-Treasurer will begin immediately after the closing ceremony of the NAR Regional Conference in Vancouver on March 5, 2022.

Questions related to the Secretary-Treasurer position are encouraged and the current/past Secretary-Treasurers and Program Chairs are available to discuss the role:

Jonathan Golub: Jgolub@jhmi.edu -Secretary-Treasurer 2020 -2022

Sarah Brode: sara.brode@utoronto.ca Secretary-Treasurer 2018-20

Lisa Adams: Lisa.V.Adams@dartmouth.edu Secretary-Treasurer 2016-18

Jay Johnston: James.Johnston@bccdc.ca Secretary-Treasurer 2014-16

**Please refer to the NAR Charter for further details:** <https://bc.lung.ca/sites/default/files/NARCharterRatifiedParis2017.pdf>.