

June 20, 2006

Dear TD Canada Trust Ottawa International Jazz Festival Volunteer

### **NOMINATIONS FOR THE BOARD OF DIRECTORS**

You will find enclosed a form providing you with an opportunity to nominate candidates for election to the board of directors of the OIJF Corporation, to be held November 15, 2006. Since volunteers are voting members, you may nominate yourself or another volunteer to stand for election to the board. All nominations must be accompanied by the appropriate signatures.

The board of directors has the ultimate responsibility for the overall affairs of the Corporation. The board establishes long term strategic plans, makes policies and oversees operations to assure the efficient and effective running of the Corporation. Directors attend monthly meetings, serve on various committees, participate in events, and represent the Corporation to the public.

The board consists of eleven directors elected by the voting members of the Corporation --which include all festival volunteers over the age of 18. The volunteer coordinator is also an ex-officio member of the Board.

Directors are elected for terms of two years, with elections held for vacant Board positions at the annual general meeting. Directors may be elected for no more than three consecutive terms. They may take a year or more away from the Board and return to stand for election.

If you know someone who has the relevant experience, skills and interests and would be prepared to make the necessary commitment of time and effort necessary to be an effective Board member, you have an opportunity to nominate them for consideration at the upcoming AGM.

Nominations must be submitted no later than Sun. October 1<sup>st</sup> to:  
Chair of the Nominating Committee, Mr. Robert (Bob) Parsons,  
TD Canada Trust Ottawa International Jazz Festival  
61A York Street  
Ottawa, Ontario  
K1N 5T2  
Or by fax: 613-241-5774

**NOMINATION FOR ELECTION TO THE  
OTTAWA JAZZ FESTIVAL INC.  
BOARD OF DIRECTORS**

**To be completed by person nominating a candidate for election**

I submit the following name for election to the Board of Directors of the Ottawa Jazz Festival Inc.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I confirm that I am a Member of the Corporation in good standing and eligible to submit nominations for election.

Submitted by (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by person standing for election**

I confirm that I am willing to stand for the election to the Board of Directors of the Ottawa Jazz Festival Inc. I have read the General Bylaws of the Ottawa Jazz Festival Inc and agree to abide by them, and to discharge my duties accordingly, for the benefit of the Corporation and its Members.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit relevant Biographical Details on a separate sheet (no more than 250 words to include cultural, management and voluntary activities).

**Please submit completed forms with Biographical Details to:**

**Ottawa Jazz Festival Inc. Nominating Committee Chair  
61A York Street  
Ottawa, ON K1N 5T2  
Fax: 613-241-5774**

**Or email to: [robertiparsons@rogers.com](mailto:robertiparsons@rogers.com)**

**NOTE: NOMINATIONS MUST BE SUBMITTED NO LATER THAN 45 DAYS PRIOR TO THE ANNUAL GENERAL MEETING (October 1, 2006) – AGM scheduled for Nov. 15, 2006**