



## MRFA Statement of Interest Guidelines

In accordance with the MRFA's Appointments Policy, statements of interest must be submitted by all members interested in serving in roles which are appointed by the MRFA Executive Board. To be considered for appointment, members must meet the appointment criteria which are provided in the call for statements of interest.

Members are encouraged to refer to the following guidelines in preparing their statements of interest. Statements are to be submitted, by email to [office@mrfa.net](mailto:office@mrfa.net), by the deadlines indicated in the call for statements of interest.

### Required Details:

- Name,
- Department,
- Academic Rank / Appointment Category, and
- Indicate, if applicable, how you meet the criteria outlined in the call for statements of interest.

### Additional Information:

- Indicate what you have done that makes you particularly qualified to serve on the committee for which you seek appointment,
- Identify other related service activities in which you have been involved, and/or
- Let the Executive Board know what your plans and/or goals would be if you were appointed to the position/committee.

### Recommended Length:

There is no minimum or maximum length for statements of interest; however, 150 - 250 words, should be sufficient for most positions.

### Format and Deadlines:

All statements of interest must be submitted by email by the deadlines indicated on the nomination forms. Please do not submit campaign statements as image files: .doc and .txt files are preferred.

### Diversity and Equity Considerations:

The MRFA encourages expressions of interest from members with a diverse range of backgrounds and experiences. When making appointments, the Executive Board will include diversity considerations with respect to membership in equity-seeking groups including but not limited to persons with disabilities, Indigenous peoples, women, members of racialized groups, and members of LGBTQ2S+ communities