



# Call for Nominations: CAOS Executive Committee

**Over the past year, CAOS members across North America have worked together to build something brand new: the first-ever Executive Committee that connects chapters across Canada *and* the U.S.**

The motivation was simple. Every chapter has strong leaders, great ideas, and meaningful initiatives, but too often that work has happened separately. We saw how much more powerful CAOS could be if chapters weren't operating in isolation, and if students had a clearer way to collaborate, share resources, and move forward together.

In partnership with the Canadian Association of Optometrists (CAO), this new committee is being built to strengthen connection across North America and to support a more united student voice.

**Are you a full-time optometry student?**

Nominations are open at any stage of your program!

Learn more below and apply today.

# Why Join the CAOS Executive Committee?

This is your chance to step into a national leadership role and make a real impact on the future of optometry in Canada and beyond.



## Lead & Represent

Canadian optometry students across Canada and the U.S.



## Collaborate

with influential stakeholders and the CAO.



## Drive & Advocate

Drive initiatives, advocate for student needs, and build lasting connections in the profession.



## Gain Experience

Gain valuable leadership experience and shape the future of optometry.

**All 4 positions are open for nominations. Apply today!**

## Eligibility Criteria

To be considered for a position, students must meet the following criteria:

### Full-Time Student

Open to full-time optometry students at any stage in their program.

### Active CAOS Membership

Must be active CAOS members and through it, student members of the Canadian Association of Optometrists (CAO).

### Accredited School

Enrolled in an accredited optometry school in Canada, or be a Canadian citizen studying at an accredited optometry school in the U.S.

### President-Elect Requirement

President-Elect applicants must be able to serve both the President-Elect and President terms while maintaining full-time student status.

# What Roles Are Available?

The CAOS Executive Committee is composed of:



## President

- Provides overall leadership and strategic direction to CAOS.
- Coordinates and chairs meetings of the Executive Committee and the CAOS Council.
- Represents CAOS nationally and externally.
- Serves as the **student representative on the Canadian Association of Optometrists Council (voting).**\*
- Acts as CAOS's primary liaison with the CAO and national stakeholders.
- Represents CAOS at national and international optometric events, including the **Canadian Association of Optometrists (CAO) Annual General Meeting**, presenting a summary of student activities and updates on behalf of CAOS members.



## President-Elect

- Supports the President in all areas of governance and strategy.
- Leads internal coordination and prepares to assume the presidency in the following term.
- Helps coordinate communication and alignment across chapters.
- Leads working groups or special initiatives as assigned.
- Ensures smooth transition of CAOS leadership through organized documentation and handover planning.
- The **President-Elect** automatically transitions to **President** the following year.

\* *Subject to amendments to the CAO Bylaws.*



## **Director of Operations & Finance**

- Oversees CAOS Chapters' membership forms, registration systems, and records.
- Coordinates with the CAO to share the list of all CAOS members who have opted in to receive updates from the national and provincial optometric associations.
- Maintains accurate CAOS financial records.
- Oversees budgeting and financial planning if centralized funding or sponsorship revenue is developed.
- Prepares the annual operational and financial report for CAOS Council and the AGM.



## **Director Partnerships & Communications**

- Oversees CAOS communications including newsletters, social media, and official announcements.
- Ensures consistent, professional branding across chapters. Promotes inter-chapter communication and national initiatives.
- Coordinates advocacy and public-relations efforts in collaboration with CAO.
- Collaborates with CAO communications staff, who provide administrative and technical support.
- Develops and manages relationships with industry partners, sponsors, and external organizations.
- Coordinates national programming, sponsorship deliverables, and external engagement opportunities.
- Enhances CAOS visibility across the profession.

***Terms run from May 1 to April 30 of the academic year.***

# How to Apply

Applications open on **March 15, 2026**. To be considered, submit the following to [info@opto.ca](mailto:info@opto.ca) by **April 1, 2026**:



## A Short Self-Introduction Video

*(1-2 minutes)*



## Your Resume



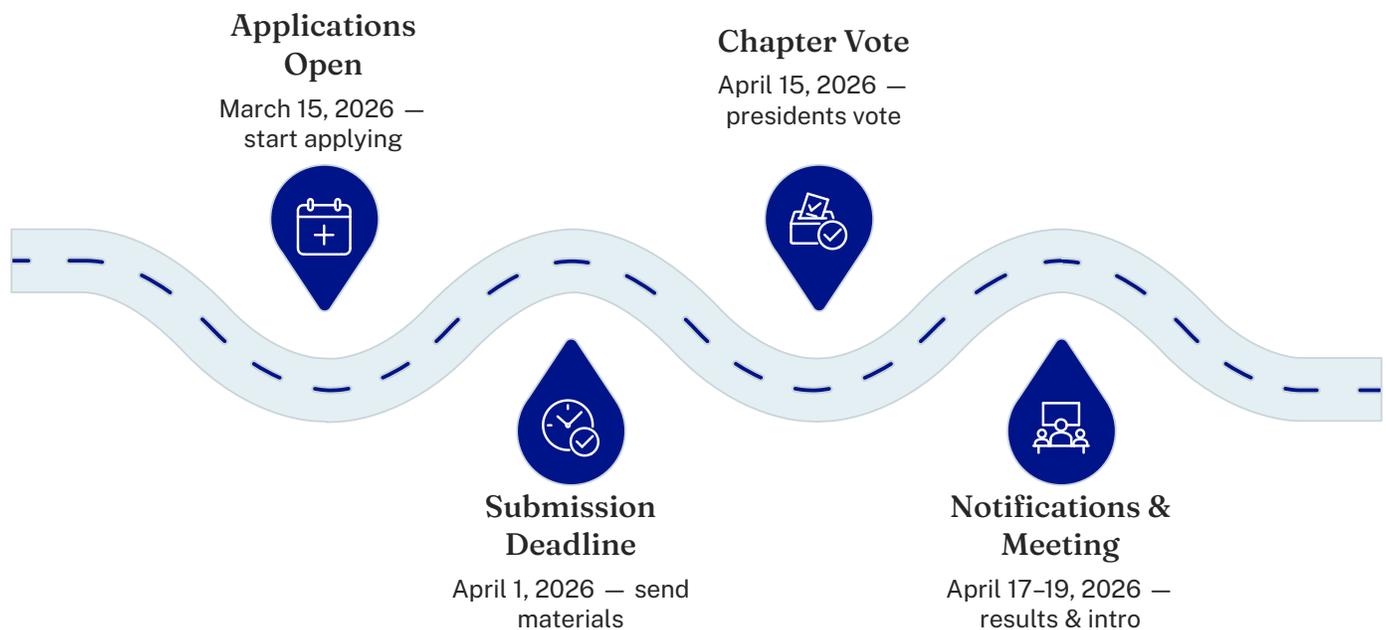
## A Letter of Intent

*(Statement)*

The Canadian Association of Optometrists is supporting the election process for the CAOS Executive Committee. All applications will be reviewed for eligibility by CAO staff. Qualified candidates' applications will be shared with CAOS Chapter Presidents, who will vote electronically by **April 15, 2026**.

Please note that selected candidates may be required to attend a meeting on **April 19, 2026, at 7:00 p.m. (ET)**, in the event of a tied vote or vacancies, or for their introduction as incoming CAOS Executive Committee officials.

Selected candidates will be notified on **April 17, 2026**.



## Questions?

Contact your CAOS Chapter representative or reach out to the CAO team at [info@opto.ca](mailto:info@opto.ca).

**This is your opportunity to make a difference and be a driving force for optometry students nationwide and beyond — step up and apply today!**

# CAOS Executive Committee Application Form

Please complete all sections of this application form to be considered for a position on the CAOS Executive Committee.

## Personal Information

Name:

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School of Optometry:

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Year of Study:

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## Membership Status

Are you an active CAOS member?  Yes  No

Are you a student member of the Canadian Association of Optometrists?  Yes  No

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## Position Applied For

Position:

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## Letter of Intent

Please attach a written statement addressing the following questions:

1. Why are you applying for this position?
2. How do you plan to represent the voice of CAOS members?
3. What are your goals for your term?

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## Application Checklist

- Resume
- Video Statement
- Letter of Intent

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 Submit your completed application to [info@opto.ca](mailto:info@opto.ca) by **April 1, 2026**.