

## DUTIES OF OFFICES OF AA CS/SPD

2009 will be an exciting year for the Alberta Association of CS/SPD. This year will mark the beginning of a united north and south into one large association. The Association needs strong leadership to be successful. It is very important that you look over these positions and the duties they entail.

Positions up for Election will be:

President (2 year commitment)

President Elect (2 years in that role & 2 years as President) 4 year commitment

Secretary (2 year commitment)

Treasurer (2 year commitment)

We encourage each and every one of you to consider these positions carefully. Ontario and Nova Scotia, for example, are lead by the managers. We welcome all nominations of managerial staff. It is important that we elect people with organizational experience during this crucial time. If there are front line staff who feel they can take on these offices they are encouraged to put their name forward through nomination as well. Talk to your staff and coworkers. These offices need to be filled at the conference elections for the Association to move forward.

When nominations are called for, make sure that your name is on the list if you feel you are ready for a new and exciting challenge.

Donna Paliwoda  
Interim Chair  
AA CS/SPD

### Office of President

1. Prepare agendas, shall call and preside at all Executive Committee meetings.
2. Shall perform all acts and deeds pertaining to the office;
3. Shall represent the Association ( or appoint a delegate) on Committees pertaining to the advancement of the interests of the Association and the Central Service Profession;

4. Is an ex-officio member of all committees;
5. Is a signing Officer for the Association;
6. Assists and advises Executive and committee members as needed;
7. Has authority to make emergency decisions. These decisions are to be discussed and ratified at the following Executive meeting;
8. Attend committee meetings as deemed necessary;
9. Is empowered to create standing committees as required;
10. Terminates non-functioning committees
11. Submit year end report at the Annual General Conference
12. Maintains communication with other CS/SPD Chapters and Associations
13. In the absence of the President, President Elect, and Past President, a Chairperson may be elected by the meeting to preside thereat.;

#### Office of Past President

1. Acts as a consultant to the Executive
2. In the absence of both the President and the President Elect, the Past President shall preside at meeting.

#### Office of President Elect

1. Assume responsibilities of the President in the President's absence.
2. Rotate to the position of President every two years.

#### Office of Secretary

1. Is under the direction of the President;
2. Is a signing Officer of the Association;
3. Maintains a listing of present and past members with the following information: full name, work address, date of starting and ceasing to be a member and class of membership;
4. Brings the current membership list to each meeting;
5. Send notice of meetings as directed by the President;
6. Records minutes of meetings including Executive Meetings and Annual General Meeting;

7. Submits copies of the Minutes within an agreed time to each member of the Executive;
8. Is responsible to the President for custody of the Association's minutes;
9. Has charge of the Association's correspondence;
10. Has charge of the seal of the Association, which seal whenever used, shall be authenticated by signatures of the President and the Secretary; In the case of death or inability to either act, the President Elect shall take charge of the seal and its authentication;
11. In the absence of the Secretary, secretarial duties shall be performed by the Officer or Member appointed by the President;

### Office of Treasurer

1. Is a signing Officer of the Association;
2. Prepares the Operational Budget;
3. Collects annual fees or assessments levied by the Association;
4. Receives all monies paid to the Association;
5. Is responsible for depositing all monies paid to the Association into the financial institution chosen;
6. Submit a written Financial Report at each meeting of the Executive;
7. Recognizes the fiscal year end of the Association to be June 30
8. Provides annual auditing of the Association's books, accounts and records by a qualified accountant;
9. Provides each member of the /executive with access to these books, accounts and records;
10. Submits the auditor's statement of the status of the books for the previous year, in a written Financial Report.