



MEMORANDUM

Date: February 25, 2019

To: AAAC members

From: AAAC Nominations Committee

Subject: AAAC Board of Directors Nominations

To ensure AAAC is governed with continued excellence and vision the Nominations Committee is in the process of seeking applications with this memo, please submit nominations by March 31, 2019.

There are five vacancies to be filled; Chair, Vice-Chair , Treasurer and (2) Members-at-Large.

Terms are for (1) one year from AGM and responsibilities are as follows:

Leadership in AAAC

The AAAC *Board of Directors* are elected at the Annual General Meeting and consist of the Chair, Vice-Chair, Past-Chair, Treasurer and two Members-at-Large chosen by them following the AGM.

1. Chair

The Chair is the person “in charge”, responsible for leading the association during his/her term of office and is elected for a minimum period of one year but for no longer than two consecutive terms. Leadership includes a strong sense of vision and appreciation for the direction that members wish AAAC to take. Responsibilities include, but are not limited to:

- presiding at meetings, maintaining order and keeping the meeting moving
- approving the agenda and adhering to it by accepting only discussion on the topic
- starting and adjourning meetings on time
- knowing the rules of basic meeting procedure (parliamentary), but does not allow a meeting to become bogged down in procedural matters to the detriment of business
- being aware of the priority of business items and scheduling them appropriately
- representing the association
- avoiding giving their own opinion when in the chair - but is prepared to summarize and accept the wishes of the meeting
- acting as a signing officer for the association.
- delegating responsibility and authority

2. Vice-Chair

The Vice-Chair is responsible to understudy the Chair in anticipation of assuming that position at a future date and is elected for a minimum period of one year but for no longer than two consecutive terms. Responsibilities include, but are not limited to:

- Supervises/oversees chair people and the work of all committees
- Selects committee chairs
- Delegates appropriate responsibilities to committee chairs
- Actively keeps up-to-date on the work of committees with committee chairs and ensures that appropriate reports are generated
- Chairs occasional special committees or projects
- "Assumes responsibility" during absence of the Chair

3. Immediate Past-Chair

The Immediate Past-Chair is a member of the Board of Directors specifically to provide experience and give depth and perspective to committee decisions.

Specifically, the Immediate Past-Chair is Chair of the Nominating Committee.

4. Treasurer

The Treasurer is responsible for overseeing all accounting functions and is responsible for being familiar with all revenue streams, expenditures, and banking and investment activities and shall serve for a minimum of two years. Responsibilities include, but are not limited to:

- acting as a signing officer for the association
- reviewing monthly financial statements and presenting the current ones to association meetings.
- selection of two members to perform annual audit functions

5. Members-at-Large

The objective of having these two Members-at-Large is to familiarize more individuals with the general policy management of the association in anticipation of their eventual election to office. Appointments are for a term of one year and incumbents will be asked to manage specific short-term tasks as may be required from time to time.

6. Committee Chairs

The Board of Directors may establish both Standing and Special Committees from time to time to assist in the direction of association policy and activities. The Vice-Chair is responsible for selecting Committee Chairs and for overseeing their work. Committee Chairs will:

- Select members in accordance with committee terms of reference
- Manage the work of the committee with appropriate direction and delegation
- Report to Vice-Chair regularly and to the members at meetings



AAAC Nomination Form

I _____ nominate:

NOMINEE'S NAME:

POSITION:

ORGANIZATION:

PHONE/FAX:

E-MAIL:

NOMINEE'S SIGNATURE:

Completed nominations can be submitted to Jenny Blake jenny@megram.com or fax to (613) 432-6840.

If you have any questions please contact Lynn Villeneuve at 613-232-2474 ext. 226