



To: AAAC Members
From: Deborah Wolfe, Chair, Nominations Committee
Date: March 6, 2023
Subject: **Call for 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 **Friday, March 31, 2023**.

If you are interested in finding out more about serving on the Board or Committees, please contact Peter Waite (pwaite@aaac.ca) or Deborah Wolfe (DWolfe@flsc.ca).

There are five positions on the Board of Directors.

The term of office is (1) one year, starting at the end of the AGM and running until the next AGM.

The Board is responsible for the overall direction and governance of the association.

Directors not serving as officers are expected to familiarize themselves with the general policy management of the association in anticipation of their eventual election to officer positions and may be asked to manage specific short-term tasks.

The Board elects officers from among the Directors. Their roles and responsibilities are as follows:

OFFICERS

1. Chair

The Chair is the person “in charge”, responsible for leading the association during their term of office and is elected for a minimum period of one year. 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 also not allowing a meeting to become bogged down in procedural matters to the detriment of the business.
- Being aware of the priority of business items and scheduling them appropriately.
- Representing the association.
- Avoid 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 for understudying the Chair in anticipation of assuming that position at a future date and is elected for a minimum period of one year. Responsibilities include, but are not limited to:

- Supervises/oversees the Chairs 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 the absence of the Chair.

3. 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.
- Review monthly financial statements and present the current ones to association meetings.
- Recommending two members to perform the annual Financial Statement Review.

Immediate Past-Chair

The Immediate Past-Chair is an ex-officio member of the Board of Directors specifically to provide experience and give depth and perspective to decisions. The Immediate Past-Chair is the Chair of the Nominating Committee.

Committee Chairs

The Board of Directors may establish 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 the Committee terms of reference.
- Manage the work of the Committee with appropriate direction and delegation and report to Vice-Chair regularly as well as to the membership as appropriate.

Deadline for nominations is Friday, March 31, 2023, at 5:00 pm Eastern



AAAC Board of Directors

Nomination Form

I, _____, nominate:

NOMINEE'S NAME:

ORGANIZATION:

PHONE :

E-MAIL:

NOMINEE'S SIGNATURE:

Completed nominations are to be submitted to Peter Waite pwaite@aaac.ca

If you have any questions, please contact Deborah Wolfe at DWolfe@flsc.ca

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