

## Appendix B

### Duties of Executive Committee Members



### **1.01 President**

- a. Shall be Chief Executive Officer of the Association
- b. Shall be responsible for calling and Chairing all Executive and General meetings
- c. Shall be an ex-officio member of all committees (except the Nominating Committee)
- d. Shall prepare and submit a report of the preceding year to be published in the December newsletter.
- e. Shall prepare the agenda for the Executive and General meetings in conjunction with the Secretary
- a. Signing authority is authorized under Article 5 of the CNPA of Manitoba Bylaws

### **1.02 Vice President**

- a. Shall, in the absence of the President, exercise the powers of the President
- b. Shall perform such other duties as assigned by the President
- b. Signing authority is authorized under Article 5 of the CNPA of Manitoba Bylaws

### **1.03 Secretary**

- a. Shall keep written records of the proceedings at all Executive and General meetings
- b. Shall be responsible for the Association's documents
- c. Shall be responsible for all correspondence of the Association
- d. Shall be responsible for issuing notices of all Executive and General meetings
- e. Shall prepare the agenda for the Executive and General meetings in conjunction with the President.
- f. Shall be responsible for preparation and distribution of the minutes from all Executive and General meetings

- g. Shall be responsible for maintaining an inventory of all Association physical assets, such as promotional items, computers, projectors, etc.
- c. Signing authority is authorized under Article 5 of the CNPA of Manitoba Bylaws

#### **1.04 Treasurer**

- d. Shall manage the Association's funds as directed by the Executive Committee
- e. Shall receive all Association monies and deposit them at a financial institution to an account in the name of the Association
- f. Shall record all receipts and expenditures and keep financial records
- g. Shall prepare and present written financial records to the Executive and General meetings
- h. Shall prepare and present an annual financial report at the first meeting after the end of the fiscal year
- i. Shall arrange for an annual audit of the Association's financial records
- j. Shall prepare and present an annual budget for the upcoming fiscal year to the Executive Committee for approval
- k. Signing authority is authorized under Article 5 of the CNPA of Manitoba Bylaws

#### **1.05 Membership Chair**

- a. May form a committee consisting of up to three members
- b. Is responsible for the collection of membership dues and special assessments
- c. Shall promote membership
- d. Shall evaluate changes in membership levels
- e. Shall be responsible for the compiling and updating of membership lists
- f. Shall prepare and present a report on membership status to the Executive and General meetings

### **1.06 Special Events Chair**

- a. May form a committee consisting of up to three members
- b. Shall, in conjunction with the Webmaster and Publicity Chair, provide notice of all upcoming social activities and also of planned speakers for General Meetings
- c. Shall coordinate the planning, implementation and evaluation of all subsidized entertainment activities
- d. Shall complete and present a report on each subsidized activity to the Executive and General meetings
- e. Shall prepare and present a report on each subsidized activity for publication in the Association newsletter

### **1.07 Outreach Chair**

- a. May form a committee consisting of up to five members
- b. Shall maintain contact with members
- c. The Committee shall convey condolences to members on behalf of the Association
- d. Shall prepare and present a report on Outreach activities for the Executive and General meetings
- e. Shall prepare and provide a report on Outreach activities to the Publicity Chair for inclusion into the periodic newsletters

### **1.08 Publicity Chair**

- a. May form a committee consisting of up to three members
- b. In conjunction with the Webmaster, shall be responsible for communicating information of Association activities to Association members
- c. Shall plan, implement and evaluate the publicity program for the Association
- d. Shall be responsible for the publication and distribution of the periodic newsletter of the Association
- e. Shall prepare and present a report on Publicity activities for the Executive and General meetings

### **1.09 Hospitality Chair**

- a. May form a committee consisting of up to three members
- b. Shall plan, implement and evaluate all refreshment activities at Executive and General meetings

### **1.10 National Directors**

- a. Shall represent the Association at any and all National Council meetings
- b. Shall be responsible for the exchange of information between the local Association and the National Council

### **1.11 Webmaster**

- a. Shall plan and implement the design of the Association website
- b. In conjunction with the Publicity Chair, shall manage content and general maintenance of the Website
- c. Shall manage and monitor the Association's Facebook page
- d. Shall designate backup administrators for the Website and Facebook page
- e. Shall manage distribution of electronic notifications (Mailchimp)
- f. Shall ensure payment is current for our domain name and the hosting service for our website
- g. Shall prepare and present a report on Webmaster activities for the Executive and General meetings

### **1.12 Member(s) at Large**

- a. Shall perform any and all duties assigned by the President

### **1.13 Past President**

- a. Shall act in an advisory capacity to the Executive Committee
- b. May form a committee (Nominating Committee) consisting of up to three members for the purposes of managing the election processes as outlined in Appendix “A”.
- c. Shall act as Chairman of the Nominating Committee and perform the specific functions required within Appendix “A”