

ELECTED BOARD

PRESIDENT

Elected for a two-year term on odd years (beginning 2021)

- Plans agenda and chairs executive meetings
- Supervises other directors in the execution of their duties
- Ex-officio member of all committees - notifies other executive as required
- Liaise with other organizations (e.g., The Word Guild)
- Chairs the Annual General Meeting
- Initiates and oversees Board Training
- Oversees Awards and Subsidies Committees
- Reviews policies, procedures, job descriptions in conjunction with VP or other
- Creates annual budget with Treasurer and VP to be ratified by Executive
- Oversees appointed Ministry Portfolios

VICE PRESIDENT

Elected for a two-year term on even years (beginning 2020)

- Attends all executive meetings as able
- Carries out duties of President when needed, such as standing in to chair meetings
- Reviews policies, procedures, and job descriptions with President
- Oversees appointed Ministry Portfolios

ADMINISTRATIVE ASSISTANT - (as of August 2024)

Elected for a two-year term on odd years (beginning 2021)

Purpose: to provide administrative support for the organization (the executive, ministry leads, members, and external parties) by facilitating regular communication, adherence to policies and bylaws, and maintaining accurate recordkeeping.

- Schedules executive and annual general meetings, distributes pre-meeting information, captures
- and distributes minutes
- Maintains current list of technology in use by the organization; updates passwords as required;
- provides and revokes individual access as needed
- Updates Bylaw and Policy and Procedure documents as required at the direction of the
- President and Vice President
- Handles incoming and outgoing correspondence
- Maintains electronic records on a secure platform
- Ensures society reporting requirements are up to date
- With the assistance of a director at large
- ▪ Oversees and maintains the membership register in conjunction with the Treasurer
- ▪ Oversees ministry portfolios as appointed by the executive

TREASURER

Elected for a two-year term on even years (beginning 2020)

- Attends all executive meetings as able
- Creates annual budget along with President/VP to be ratified by Executive
- Tracks financial status and reports regularly
- Manages accounts receivable and payable
- Receives all monies paid to the Society and is responsible for its deposit in Bank • Keeps
- accurate bookkeeping on a monthly basis
- Works with event coordinators, receiving and tracking registration income and expenses,
- overseeing financials for events
- Oversees fundraising, grant applications etc.
- Oversees/delegates registrar at Fall Conference
- Prepares and presents annual financial statement at AGM
- Oversees appointed Ministry Portfolios

DIRECTORS AT LARGE (one to five D@L may sit on the Executive Committee) Elected for a two-year term (alternating years)

- Assists/shadows other members of the board
- Oversees appointed Ministry Portfolios