

Executive Committee Members Duties Responsibilities

(See Article 7 of Manual for full Version)

Past President

- 1) Advisor to President and Executive Members
- 2) Take over for the President should he/she become unable to fulfill term

President

- 1) Preside over the AGM
- 2) Lead Executive Committee Meetings
 - Send out meeting agenda a minimum of one week in advance of meeting
 - Invite special guests such as conference committee, web site person, newsletter people to meetings
- 3) Issue Public Statements on behalf of the Association
- 4) Ensures president binder(s) is update

President Elect

- 1) Job shadow President to learn roles & responsibilities
- 2) Shall chair executive and AGM in the Presidents absence
- 3) Renew the annual society registry
- 4) Is responsible for nominations at the AGM

Secretary

- 1) Types up meeting minutes for Executive meetings and for the AGM
- 2) Shall provide conference committee with guidelines, budgets, duties, etc...
- 3) Attend all of the executive meetings or ensure that someone else is doing the secretarial duties in their absence

Treasurer

- 1) Ensures proper financial procedures and maintenance are maintained. IE: receipts/ disbursements according to Association policy
- 2) Ensures the preparation of audited financial statement is presented to the executive and to the members of the association at the AGM
- 3) Is responsible for providing new members with certificates, yearly stickers and bylaws
- 4) Sends required annual files to Alberta Municipal Affairs
- 5) Changes signing authority and address at bank over to the new treasurer
- 6) Ensures annual taxes are done

Membership

- 1) Updates current membership list and forward to Executive and newsletter editor
- 2) Provides association members with updated list at annual conference
- 3) Is responsible for membership recruitment which may include contacting new FSLW's regarding association questions they may have

Public Relations

- 1) Update and maintain the Association website, brochure, display board and other promotional materials
- 2) Produce or be responsible for producing the bi-annual Newsletters
- 3) Responsible for ordering, selling and displaying promotional items such as water bottles, sweat shirts, t-shirts etc.
- 4) Store, transport and set up the Association display board and promotional materials at the annual conference
- 5) Promote the AAFSLW through advertising and liaising with other professional organizations as opportunities arise