



Board Positions

PRESIDENT – 2 year term

Eligibility – Any member wishing to be nominated for election of president must have held a Director position for at least one (1) year prior to being nominated for election

Roles & Responsibilities – He/she will be responsible for the general supervision of the affairs and operations of the Association, will preside at the meeting of Members, Board or Executive in the Chairperson's absence, will be the official spokesman of the Association, will oversee and supervise office staff, provide leadership, present a report to be presented at the Annual General Meeting and will perform such other duties as may from time to time be established by the Board.

VICE-PRESIDENT – 2 year term

Eligibility – Any member wishing to be nominated for election of vice-president must have held a Director position for at least one (1) year prior to being nominated for election

Roles & Responsibilities – He/she will be responsible for supporting and assisting the President in all duties, assume the duties of the President in their absence, present a report to be presented at the Annual General Meeting and will perform such other duties as may from time to time be established by the Board.

CHAIRPERSON – 2 year term

Eligibility – Any member wishing to be nominated for election of president must have held a Director position for at least one (1) year prior to being nominated for election

Roles & Responsibilities – He/she will preside as chairperson at meetings of Members, the Board and Executive and will perform such other duties as may from time to time be established by the Board. They will circulate the agenda before each meeting.

DIRECTOR OF MARKETING & COMMUNICATIONS – 2 year term

Eligibility – any regular member 18 years of age or older and who has the power under law to contract and is a member of the Association in good standing may be nominated for election

Roles & Responsibilities - He/she will hold a position on an active committee, chair an editorial board create and/or advise on the creation of all alumni marketing materials, work closely with the Alumni Administrative Coordinator to design, create and edit the ascent magazine, obtain advertising for the ascent, and will perform such other duties as may from time to time be established by the Board.

SECRETARY – 2 year term

Eligibility – any regular member 18 years of age or older and who has the power under law to contract and is a member of the Association in good standing may be nominated for election

Roles & Responsibilities - He/she will attend all meetings of the Board, will be responsible for



the documentation of all amendments to the Association's Constitution and Bylaws, will ensure that all official documents and records of the Association are properly kept, cause to be recorded the minutes of all meetings of Members, Board of Directors and Committees of the Association and will perform such other duties as may from time to time be established by the Board.

TREASURER – 2 year term

Eligibility – any regular member 18 years of age or older and who has the power under law to contract and is a member of the Association in good standing may be nominated for election

Roles & Responsibilities - He/she will keep proper accounting records as required by the Act; will cause to be deposited all monies received by the Association in the Association's bank account, will supervise the management and the disbursement of funds of the Association, when required will provide the Board with an account of financial transactions and the financial position of the Association, will prepare annual budgets, provide the Board of Directors a monthly financial report of the Association, and will perform such other duties as may from time to time be established by the Board.

DIRECTOR AT LARGE (6 positions) – 2 year term

Eligibility – any regular member 18 years of age or older and who has the power under law to contract and is a member of the Association in good standing may be nominated for election

Roles & Responsibilities - He/she will hold a position on an active committee and will perform such other duties as may from time to time be established by the Board.