



STAYING CONNECTED • DESIGNING COMMUNITIES • SKILLED TECHNICIANS

EXECUTIVE POSITION DESCRIPTIONS

President

Presides at all meetings of the Council and the Association. Performs the general and active management of the affairs of the Association, and ensures that all orders and resolutions of the council are carried into effect.

Vice-President

In the absence or disability of the President, performs the duties and exercises the powers of the President and other duties imposed by Council.

Secretary

Gives notices as required to be given to the Members of the Association or the Council, and keeps minutes of proceedings, as well as other duties as are prescribed by Council.

Registrar

Keeps a complete and accurate register of the Association's membership in all categories or classes, and of applications for membership, renewal or reinstatement of membership, receipt of dues, levies and other information, reports to Council all violations of the conditions of membership and of the Code of Ethics, and other duties prescribed by Council.

Treasurer

Keep a full and accurate Recording books of account in which all receipts and disbursements of the Association are recorded, monitors the deposit of money, safekeeping of securities, and disbursement of funds as performed by the Executive Director, provides an account of all transactions regarding the financial position of the Association, and other duties prescribed by Council.

Councillors and Representatives – duties prescribed by Council

