

Duties of Officers and Directors – APTEA Executive Committee

These duties are outlined in the APTEA Bylaws amended Fall 2000

The **President** shall:

- Ensure that the conduct and affairs of the Association are in compliance with the Societies Act;
- Preside at all Association meetings;
- Call meetings of the Executive Committee;
- Decide all questions of order, subject to appeal;
- Have the tie - breaking vote in the case of a tie;
- Be an ex - officio member of all committees appointed by the Executive Committee.

In the absence of the President the duties will be carried out by the Vice-President or one of the officers or directors as appointed by the Executive Committee.

The **Vice-President** shall:

- Assist the President;
- Preside at those meetings which the President is unable to attend,
- Be an ex - officio member of all committees appointed by the Executive Committee.

In the absence of the Vice-President the duties will be carried out by one of the officers or directors as appointed by the Executive Committee.

The **Secretary** shall;

- Attend all meetings of the Association
- Keep accurate minutes of the meetings;
- Have charge of the Seal of the Association, which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the death or inability of either to act, by the Vice-President;
- Have charge of all the correspondence of the Association;
- Keep a record of all the members of the Association and their addresses;
- Send all notices of the various meetings;

In the absence of the Secretary the duties will be carried out by one of the officers or directors as appointed by the Executive Committee.

The **Treasurer** shall:

- Receive all moneys paid to the Association;
- Collect and receive the annual dues or assessments levied by the Association;
- Be responsible for the deposit of moneys in whatever insured financial institution the Executive Committee may order;
- Prepare an annual budget for the Association;
- Properly account for the funds of the Association and keep such books as directed;
- Present a full detailed account of receipts and disbursements to the Executive Committee whenever requested;
- Have prepared, for submission to the Annual General Meeting, a statement, which was reviewed by an independent accredited accountant, setting forth the financial position of the Association and submit a copy to the Secretary for the records of the Association.

In the absence of the Treasurer, the duties will be carried out by one of the officers or directors as appointed by the Executive Committee.

The **Directors - at - Large** shall:

- Bring to the notice of the Executive Committee the needs and wishes of the members they represent;
- Bring to the notice of those members the decisions and actions of the Executive Committee.

Directors will also be involved with committee work as assigned throughout the year; actively promote the association to prospective members; volunteer at functions and sell tickets for functions throughout the year as required.