

## **Descriptions of Positions Open for Nomination**

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### ***President Elect***

- Assume the role of President after two years and in the event the President's position becomes vacant between elections.
- Two year term of office.
- Responsible for increasing and ongoing Vendor relations and Sponsorship opportunities.
- Establish and Chair a vendor relations committee and collaborate with President/designate to incorporate representation within CAMDR.
- Provide ongoing reports to the Board of Directors on progress and by-laws
- Active participant on committees in the review of policies, strategic plan and by-laws to be reviewed annually with exception of policies which are reviewed every two -four years.
- Develop national and international contacts representing the best interest of the Association
- Assist with the coordinating and planning of the biennial conference with the Executive.
- Perform other duties of the President as required.

### ***Secretary***

- Ensure the accurate recording of all proceedings from the Executive, Board, and General Meetings.
- Ensure accurate records for the Association of all other meetings and distribute documents to all members as necessary.
- Establish and chair the Nominating Committee to oversee election process. Ensures deadlines are met regarding elections. Ensure the coordination of the election process in collaboration with the Association Manager and CAMDR President.
- Record minutes of the Annual General Meeting, and ensures distribution and posting of the minutes to members.
- Establishes and chairs a Membership Committee (include –Treasurer and two representatives from Provincial Advisors) Provides regular report to Board.
- Ensures the production, distribution and collation of the Annual Report.
- Ensure that membership lists and profiles comply with the regulations of the Privacy Act.
- Conduct correspondence on behalf of the Association when required.
- Confirm with the association management company that the membership registrations, cards and welcome packages are sent to all members each year.
- Maintains and updates the membership list in collaboration with the Treasurer, and the Association management company.
- Conduct activities to promote and maintain membership in the Association.
- Ensure all Executive members receive an updated membership list.
- Assist with updating the website with information and reports.
- Assist the Conference Director with coordinating and planning the biennial conference and any other meetings.
- Ensure a new member orientation package is developed, updated and distributed to new members.
- Assist the President with development and updating new board member package at the completion of the election.