

TABLE OFFICER POSITION DESCRIPTIONS

President

The President chairs meetings of the Association and of the Association Executive. The President prepares and presents a report to the Biennial Convention.

The President is a member, ex officio, of all executive committees. The President is restricted from chairing a chapter executive or a chapter bargaining committee.

The President appoints scrutineers for all Association elections, referenda, votes and polls conducted by secret ballot.

First Vice-President

A Vice-President acts for the President in the absence of the President.

The First Vice-President chairs the Staff Relations Committee and is a member of the Finance & Investment Committee.

Second Vice-President

A Vice-President acts for the President in the absence of the President.

The Second Vice-President chairs the Education Committee and the Service Awards Committee and is a member of the Finance & Investment Committee.

Secretary-Treasurer

The Secretary-Treasurer is responsible for keeping a record of all proceedings of the meetings of the Association and Association Executive and for ensuring notice of all meetings is sent out in accordance with the By-laws. The Secretary-Treasurer is responsible for keeping a list of all members of the Association or delegating this responsibility.

The Secretary-Treasurer is responsible for the care and custody of the Association's funds, including the production of accurate accounts and statements to be submitted for audit.

The Secretary-Treasurer chairs the Finance & Investment Committee.

General – Table Officers

All Table Officers are members of the Association Executive, which meets approximately every six weeks.

All documents requiring execution on behalf of the Association are signed by any two Table Officers.

Table Officers have signing authority on the Association's accounts. All cheques drawn on the Association's accounts require signature by any two signing officers.