



SAR ALBERTA

CALL FOR CANDIDATES

OFFICERS ELECTION

CANDIDATE FORM

PLEASE CHECK THE BOX BESIDE THE POSITION YOU ARE RUNNING FOR.

- ☐ **PRESIDENT** - The term of the Vice-President, President and Past President is two (2) years.
President Duties
- Supervises the affairs of the Board.
 - When present, chairs all General Meetings, Board meetings and Executive Committee meetings;
 - Is an ex-officio member of all committees, except the Nominating Committee;
 - Acts as a spokesperson for the Association; and
 - Carries out other duties assigned by the Board.
- ☐ **VICE PRESIDENT** - The term of the Vice-President, President and Past President is two (2) year.
Vice-President Duties
- Presides at meetings in the President's absence.
 - Replaces the President at various functions when asked to do so by the President or the Board;
 - Is a member of the Executive Committee; and
 - Carries out other duties assigned by the Board.
- ☐ **SECRETARY** - The term of the Secretary is two (2) years, beginning on each even-numbered year.
Secretary's Duties
- Attends all General Meetings, Board meetings and Executive Committee meetings;
 - Keeps accurate minutes of these meetings;
 - Has charge of the Board's correspondence;
 - Makes sure a record of names and addresses of all Members are kept;
 - Makes sure all notices of various meetings are sent;
 - Files the annual return, changes in the Board Members of the organization, amendments in the bylaws and other incorporating documents with the Corporate Registry and;
 - Carries out other duties assigned by the Board.
- ☐ **TREASURER** - The term of the Treasurer is two (2) years, beginning on each even-numbered year.
Treasurer's Duties
- Makes sure all monies paid to the Association are deposited in a chartered bank, treasury branch or trust company chosen by the Board;
 - Makes sure annual fees are collected and deposited,
 - Makes sure a detailed account of revenues and expenditures is presented to the Board as requested;
 - Makes sure an audited statement of the financial position of the Association is prepared and presented to the Annual General Meeting ;
 - Is a member of the Executive Committee; and
 - Carries out other duties assigned by the Board.

An individual may hold any given office for a maximum of three (5) consecutive terms. An individual may hold the combination of offices Vice-President, President and Past President for a maximum of five (6) consecutive terms.

Please submit ALL paper work via email or mail to SAR Alberta Past President no later than
April 5,2017.

SAR Alberta Suite 142, 9768-170 St Edmonton, Alberta, T5T 5L4	Secretary secretary@saralberta.ca
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SAR ALBERTA
2014 NOMINATION ELECTIONS FORM
Please Print or Type

Name		
Organization		
Address		
Contact information	Phone	Email
Qualifications		
Goals <i>(A brief description)</i>		
Signature of Candidate:		
Nominated by	Name	Organization
Signature :		
Date:		