

# ALBERTA MUNICIPAL TAXATION PROFESSIONALS ASSOCIATION

## **BOARD & DIRECTOR ROLES**

Sections 3 -10 of the Alberta Municipal Taxation Professionals Association (the “Association”) Society Bylaws state the necessary positions that consist of the Board of Directors of the Society.

Each individual board member is expected to:

- ❖ Know the organization’s mission, policies, programs and needs
- ❖ Faithfully read and understand the organization’s financial statements
- ❖ Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- ❖ Leverage connections, networks and resources to develop collective action to fully achieve the organization’s mission
- ❖ Prepare for, attend and conscientiously participate in board meetings
- ❖ Participate fully in one or more committees

Directors are responsible for representing the interests of the organization. The board member must follow three basic principles:

- ❖ **Diligence.** Act reasonable and in good faith. Consider the best interest of the organization and its members.
- ❖ **Loyalty.** Place the interest of the organization first. Don’t use your position to further your personal interests.
- ❖ **Obedience.** Act within the scope of the law. Follow the rules and regulations that apply to the organization.

## **RESPONSIBILITIES AND DUTIES OF THE BOARD:**

The Board shall, subject to the bylaws or directions given by a majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Association and shall transact the business of the Association including policy matters, arrange meetings of the Association, study and refer all matters of interest to the Association and perform such other matters as may be deemed to pertain to the advancement, welfare and best interest of the Association and its members.

The Board shall ensure the efficient procurement and safekeeping of goods and services for which funds are provided within the budget. Goods or services not provided for in the budget may only be purchased with the prior approval of the Board in an amount not exceeding \$500.00.

The Board of Directors shall submit a report to the Annual Meeting of the Association outlining its activities for the year and placing recommendations before the general membership for election of officials, amendments to the bylaws and the adoption of policies as appropriate.

The officers of the Board must attend at least one-half of the general meetings, which is a minimum of 3 each year.

**TERM OF OFFICE:**

The term of each position shall be a minimum of two (2) years.

The terms will be alternated to ensure continuity.

**PRESIDENT:**

The President shall when present, preside at all meetings of the Board. In his/her absence the Vice-President shall preside at any such meeting.

**SECRETARY:**

The Secretary shall:

- a. Draft the agenda for Board meetings;
- b. Attend all Board meetings and keep accurate minutes of the same with said minutes to be authenticated by the signature of the Secretary and the President, or Vice-President;
- c. Have charge of all correspondence of the Association and be under the direction of the President and the Board; and
- d. In the absence of the Secretary, the duties shall be discharged by such official as may be appointed by the Board.

**TREASURER:**

The Treasurer shall:

- a. Receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank the board may order. She shall properly account for the funds of the Association and keep such books as may be directed;
- b. Keep a record of the members of the association and collect and receive the annual dues or assessments levied by the Association, such monies to be deposited in an approved financial institute as hereinafter required;
- c. Present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the Association and submit a copy of the same to the Secretary for the records of the Association; and
- d. Present a full detailed Operating Budget for the year ending December 31 for approval at the Annual General Meeting of the Association.

**DIRECTORS:**


Board duties shall be assigned at the Organizational Meeting.

Directors shall be appointed to the following positions:


1. Director of Membership
  - a. Shall be responsible to communicate the membership approvals to the Board
  - b. Manage regular communications (print/electronic/phone) related to membership status, renewal, etc

- c. Be a member of the Annual Conference Committee to oversee the planning and execution of the annual conference
- 2. Director of Communication
  - a. Develop and implement the annual communications plan including the development, distribution, and maintenance of all print and electronic newsletters, brochures, annual report and website
  - b. Coordinate webpage maintenance – ensure that new and consistent information (article links, stories and events) is posted regularly
  - c. Be a member of the Annual Conference Committee to oversee the communications of the event
- 3. Director of Education
  - a. Develop curriculum with the help of the membership and board
  - b. Communicate and collaborate effectively with pertinent formal and informal educators, community partners and the community who can positively impact the development and delivery of related programming
  - c. Collaborate with the Director of Communication to effectively communicate, advertise and promote all educational opportunities

APPROVED UNANIMOUSLY BY THE AMTPA BOARD OF DIRECTORS AT THE MEETING HELD ON DECEMBER 15, 2021.


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 PRESIDENT, ERIN BRICKER  
  


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 SECRETARY, CAROLINE SIVERSON

| <u>Even Years</u>         | <u>Odd Years</u>      |
|---------------------------|-----------------------|
| Vice President            | President             |
| Secretary                 | Treasurer             |
| Director of Membership    | Director of Education |
| Director of Communication | Director              |
| Auditor #1                | Auditor #2            |

