

Supporting Each Other in a Changing World

Policy 5 AGM and Elections

The AGM must take place before November 30 and Society filing must be completed within 30 days of the AGM. Date is set by Chair/Co-Chair

AGM Agenda

Determination of Quorum
Approval of Agenda
Approval of Minutes from prior AGM

Chair Report
- A Year in Review
- Events, conference overview

Motion to accept chair report

Treasurer Report
- June year end
- First quarter report
- Financial Income and Expense
- Balance Sheet

Motion to accept financials as presents

Membership Report
- Memberships sold between June 1- October 15th

Motion to accept membership report as presented

New Business
- Policy updates
- Bylaw updates
- Other business

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Elections to be run by a current member or executive member not running in current elections

Odd years	Even Years
2-year term	**2-year term**
Chair The role of the Board Chair is to ensure that the Board is focused on its governance role, and: a) Leads the Board in their deliberations, b) Facilitates decision-making, and c) Presides as the chair at all meetings of the Board and of the Society.	**Co-Chair** The Board Vice-Chair will assist the Board Chair in the performance of his or her duties and will, in the absence of the Board Chair, perform those duties. The Board Vice-Chair will have such other duties as may be established by the Board in policy.
Treasurer The treasurer is responsible for doing, or making the necessary arrangements for, the Following: • a) receiving and banking monies collected from the members or other sources; • b) keeping accounting records in respect of the Society's financial transactions; • c) preparing the Society's financial statements; • d) making the Society's filings respecting taxes.	**Recording Secretary** The secretary is responsible for doing, or making the necessary arrangements for, the following: • a) issuing notices of general meetings and directors' meetings; • b) taking minutes of general meetings and directors' meetings; • c) keeping the records of the Society in accordance with the Act; • d) conducting the correspondence of the Board;



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Director at Large - Membership • Oversees memberships and is contact person for all membership inquiries • Chairs membership committee	**Director at Large - Resources** • Oversees the collection of resources for the website
Director at Large - Programs • Chairs program committee • Oversees program development	**Director at Large #1 Fundraising**
Director at Large #2 Social Events	**Director at Large #3 Fundraising**
Director at Large #4 Social Media/Communications	**Director at Large 5**