

# Board Structure

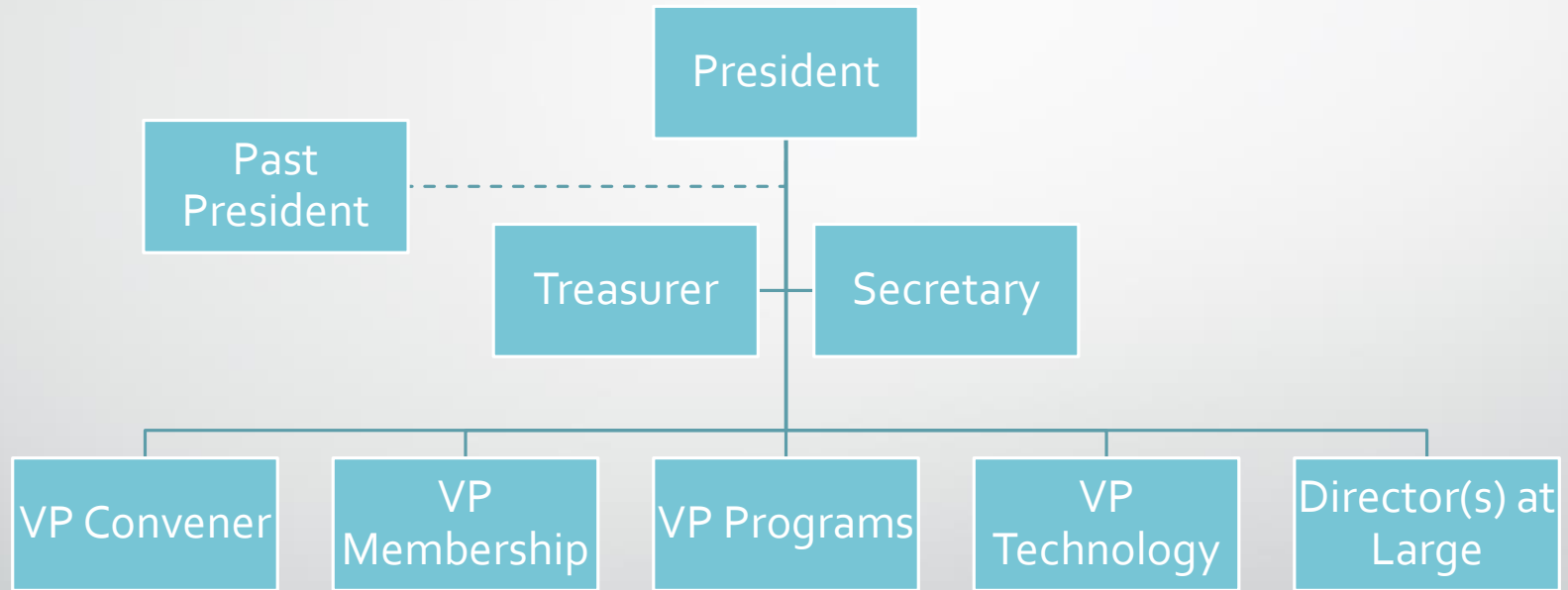
As of 2021



ASSOCIATION FOR  
FINANCIAL  
PROFESSIONALS  
Edmonton



# Current Structure



# Term Lengths

- President, Treasurer, Secretary and all Vice President roles are 2-year terms
- Past President is an un-elected voting position that remains active until the current president is replaced (and becomes Past-President) or retirement by holder
- Directors at Large hold 1-year terms
- Voting Members may, by resolution passed by at least two-thirds of the votes cast thereon at a general meeting of Members called for the purpose, remove a Director before the expiration of his/her term of office, and may, by majority vote, elect any Voting Member in his/her stead for the remainder of the Term.



# Committees

Committees are formed each year as necessary to achieve the goals of the organization and to provide support to key activities.

- Events
- Membership
- Communications
- Finance / Governance

# Responsibilities - All

- Ensures the Board adheres to its bylaws and policies
- Participates in meetings and activities
- Comes to meetings prepared
- Meets commitments and asks for help / advises the board if struggling with assigned actions
- Serves on Committees as necessary
- Orients new Board Members and committee chairpersons to role you are vacating
- Promotes the organization's purpose in the community and to the media
- Represents the best interest of the organization and its members

# Responsibilities - President

- Provides leadership to the Board of Directors
  - Appoints Committee Chairs as necessary
  - Prepares the Board's agenda with input from Board Members and Chairs meetings of the Board
  - Keeps the Board's discussion on topic by summarizing issues
  - Keeps the Board's activities focused on the organization's mission
  - Recognizes Board Members' contributions to the
- Board's work
- Evaluates the effectiveness of the Board's decision-making process
  - Serves as ex officio member of committees and attends their meetings when needed
  - Primary signing officer for cheques and other documents, particularly contracts and grant applications
  - Prepares a report for the Annual General Meeting



# Responsibilities – Past President

- Supports current President
- Assists with Board recruitment and orientation to the Board
- Assists with Board training
- May participate in or chair committees
- Provides historical continuity for the Board

# Responsibilities - Treasurer

- Provides regular reports to the Board on the financial state of the organization
- Keeps financial reports on file
- Prepares and monitors budget
- Manages receipts, payments, and financial matters of the organization
- Keeps full and accurate accounts of all organizational receipts and disbursements
- Files the annual return, amendments to the bylaws, and other documents with the Corporate Registry
- Files necessary financial reports, tax reports and audits
- Acts as signing officer, with another authorized officer or Director, for cheques and other documents



# Responsibilities - Secretary

- Keeps copies of the organization's bylaws, policy statements
- Keeps lists of officers, Board Members, committees and General Membership
- Notifies Board Members of meetings; keeps record of Board attendance; verifies quorum at meetings
- Brings official minute book to meetings.
- Keeps accurate minutes of meetings; records all motions and decisions, and corrections to minutes
- Signs Board minutes to attest to their accuracy
- Conducts general Board correspondence
- Keeps records of all Board correspondence
- Signs official documents of the organization as required
- Notifies members of Special and General Meetings

# Responsibilities – VP Convener

- Responsible for maintaining relationships with hosting venues
- Arranges appropriate space for organization luncheons, meetings, and other events
- Promotes events to members
- Prepares event notifications and promotions
- Sets up and tears down event space and brings technology required for events

# Responsibilities – VP Programs

- Is the President's backup (per bylaws)
- Maintains event calendar
- Leads process of acquiring speakers
- Manages communications with presenters
- Oversees guests requirements for events
- Ensures that programs and events are distributed on our channels



# Responsibilities – VP Membership

- Maintains a list of current and past members
- Leads the renewal and recruitment efforts of the organization
- Reaches out to prospective and existing members
- Supports members with inquiries or problems
- Leads organization's efforts in seeking grants or sponsors

# Responsibilities – VP Technology

- Advises the board of technology changes or new opportunities
- Maintains the organization's website and social media accounts
- Manages the organization's payment processing relationship and functionality
- Responsible for organization's online data storage and other platforms
- Acquires and maintains hardware and software for the organization



# Responsibilities – Director

- Support the Board and Committees
- Utilize experience and network to bring opportunities
- Participate in committees as appointed
- Provide advice and assistance to organization