

DUTIES DESCRIPTION:

Excerpt from Eastern Canada Division Bylaws and Standing Rules as amended through May 23, 2009

SECTION 5. DUTIES

- Division Officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

- A. **The President shall** serve as chief executive officer of the Division; co-ordinates and oversees all Division affairs according to the Bylaws & Standing Rules; acts as a spokesperson for and promotes the mission and programs of IAAP; models, motivates and provides leadership and guidance to all members and chapters; and helps fulfill the purposes of the organization through membership growth and retention, including the retention of existing members, the recruitment of new members, the strengthening of weak or aging chapters, and the development of new chapters.

Specific Tasks:

1. Ensure that the Bylaws & Standing Rules and policies of IAAP are adhered to.
2. Preside at all Division meetings and official activities.
3. With Board approval, appoint members to, and serve as an ex-officio member of, all standing and special committees, except the Committee on Nominations.
4. Work with the Treasurer and the Board of Directors to prepare a proposed budget for distribution and adoption at the annual meeting, and generally oversee the finances of the Division.
5. Call all meetings of the Board of Directors.
6. Communicate effectively with the Division's District Director.
7. Co-ordinate the communication of necessary information from the Board and Headquarters to Chapters, and through distribution of Board Meeting Summaries, maintain liaison between the members-at-large and the Division Board of Directors.
8. Represent the organization publicly as a spokesperson to promote the best interests of IAAP and to disseminate positive and accurate information about the office support profession, including Administrative Professionals Week® & Day®.
9. Stimulate member interest in membership growth through the development of Division-wide incentive and recognition programs.
10. Provide motivation and assistance to Chapters in developing new chapters in neighbouring communities.
11. Consult with Chapter leaders to ensure regular use of IAAP leadership materials.
12. Work with weak or aging Chapters to facilitate growth and viability.
13. Encourage annual participation of all chapters in the **IMPACT®** program.
14. Plan and direct the annual Division meeting and other official Division functions.

15. Represent the Division at the International Convention, the Canada Divisions' Conference, and the Division Officers' leadership conferences, if funds permit. Prepare and distribute a delegate's report on the convention, conference(s) to the Division Board, Committee Chairs, Members at Large and the general membership via Chapter Presidents prior to the Chapters' September Meeting.
16. Follow up on membership and new chapter inquiries forwarded from Headquarters.
17. Maintain awareness of membership benefits and association programs and activities, and participate where possible.
18. Countersign cheques drawn on Division funds, and be bonded.
19. Submit a complete written report concerning the office of President to be included as a part of the annual meeting binder and annual meeting minutes.
20. Keep all board members fully informed at all times regarding activities relevant to division business.

B. The President-Elect shall:

1. In the absence of the President, serve as presiding officer at all Division meetings and at meetings of the Board of Directors.
2. In the event of a vacancy in the Office of President, succeed to the Office for the unexpired term and shall continue in the Office of President for the following year. The Office of President-Elect shall remain vacant until the next regular election if there are only three or less months remaining in the unexpired term. Otherwise, an election shall be held to fill the vacancy of the Office of President-Elect.
3. Have charge of the general details of the Annual Meeting unless the Board of Directors shall by resolution provide otherwise.
4. Countersign all cheques in the absence of either the President or Treasurer, and shall be bonded.
5. Act as a resource person to coordinate and make available, to the Chapter Membership, information in the area of communications and public relations on the International, Division, and Chapter levels.
6. Act as Board contact with one or more Chapters in the Division, and through distribution of the Board Minute Summaries, maintain liaison between the Chapters and the Division Board of Directors.
7. Keep all board members fully informed at all times regarding activities relevant to division business.
8. Request chapter presidents and Members at Large to send to the President-Elect by a specified date nominee(s) for standing committees for the next fiscal year, giving the following information:
 - Members name, address and telephone number
 - Business affiliation, address and telephone number
 - IAAP background
 - Special talents and abilities.
9. Submit a complete written report concerning the office of president-elect to be included as a part of the annual meeting binder and annual meeting minutes.

10. Serve as the official alternate of the division at the International Convention, Canada Divisions' Conference and any other functions where division representation is required, funds permitting.
11. At the end of the term accede to the position of President.
12. Perform such other duties as may be assigned by the Board of Directors.

C. The Secretary shall:

1. Assume all duties of the Secretary at the meetings of the Division and the Board of Directors.
2. Be responsible for the minutes of all Division and Board of Directors' meetings and for interim reports based on the Board of Directors' decisions voted on between Division annual or special meetings.
3. A) Give written notice of the Annual, and any Special, meeting(s) as required in Article VI, Sections 1 & 4.
B) Serve as Secretary at the Annual Meeting; prepare and distribute Minutes of the Annual Meeting to the Division Board, Committee Chairs, Members at Large, District Director, and the membership via the Chapter Presidents.
4. Act as Board contact with one or more Chapters in the Division, and through distribution of the Board Minute Summaries, maintain liaison between the Chapters and the Division Board of Directors.
5. Have available at all meetings up-to-date copies of International Bylaws and Standing Rules, Division Bylaws and Standing Rules and the IAAP Leadership Portfolio.
6. Prepare and distribute to the Board of Directors interim minutes of the Board and decisions reached through correspondence.
7. Prepare correspondence as authorized by the Board of Directors with signature to be designated by the Board.
8. Prepare a Division directory of division officers, chapter officers, Members at Large, committee chairmen and committee members, division representatives serving on the international level and other information as determined by the Board of Directors and distribute to:
 - Division Officers
 - International Director of the District
 - Chapter Presidents
 - Division Members at Large
 - Division committee chairmen.
9. Be responsible for requesting and compiling reports from all division officers, division committee chairmen and chapter presidents to be submitted to the host chapter for distribution at the annual meeting.
10. Maintain records of the annual meeting as part of the permanent records of the Division.
11. Submit a complete written report concerning the office of Secretary to be included as a part of the annual meeting binder and annual meeting minutes.
12. Keep all Board members fully informed at all times regarding activities relevant to Division business.
13. Perform such other duties as may be assigned by the Board of Directors.

D. The Treasurer shall:

1. Be bonded for the amount prescribed by the Board of Directors.
2. Ensure the books and records of this position are open to any member of the Board of Directors at all times.
3. Have custody of all Division funds, which shall be deposited in an accredited financial institution, making disbursements by cheque and only as authorized by the Division, either by specific action or by adoption of a budget to be administered by the Board of Directors.
4. Sign cheques to be countersigned by the President (in the absence of either one, the President-Elect).
5. Keep a complete and accurate record of Chapter membership and Members at Large within the Division.
6. A) Present at the Annual Meeting an interim financial statement covering the current year's operations; and shall present the audited statement for the previous year ending June 30.
B) Adjust all expenses/revenues incurred prior to June 30 into the current year's operations.
C) Close the financial books within thirty (30) days of the close of the fiscal year and deliver them to the auditor(s) within ten (10) days thereafter. Once the auditor's report is received, include it as an addendum to the Minutes of the Division Annual Meeting; and transfer the records immediately to the incumbent Treasurer.
7. Keep a record of all income and expenses, and prepare a monthly financial report for distribution to the ECD Board.
8. Prepare along with the guidance of the board of directors a proposed budget for the following year, no later than April 30th for presentation at the Annual General Meeting.
9. The retiring treasurer shall forward dues and reports postmarked on or after the fiscal year end of June 30th to the newly elected treasurer.
10. Shall be responsible for membership reports.
11. Obtain division membership figures from Headquarters.
12. Keep the board of directors informed of any changes in the division's financial status.
13. The Finance Section, Section 5 of the IAAP Division Leadership Portfolio shall be the treasurer's authority for procedure and systems not specifically covered in the ECD Bylaws & Standing Rules under Duties of the Treasurer.
14. Submit a complete written report concerning the office of treasurer to be included as a part of the annual meeting binder and annual meeting minutes.
15. Act as Board contact with one or more Chapters in the Division, and through distribution of the Board Minute Summaries, maintain liaison between the Chapters and the Division Board of Directors.
16. Perform such other duties as may be assigned by the Board of Directors.