



Lawn Bowls Association of Alberta



Board of Directors Nominations and Elections Report September 2017

Officers of the Association shall form the Board of Directors and positions include:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- Director at Large (2 pending bylaw changes)

All Officers of the Association shall be elected at the AGM, as shown below, for a two (2) year term of office, with the exception noted below. The elected officers shall assume office after the AGM.

Positions with terms expiring in 2017 include:

- 1st Vice President
- Treasurer
- Director at Large
- Secretary (one year term)¹

Acceptance of Nominations and procedures:

- To be eligible for election, an individual must be a registered member in good standing with both a member club and the Association.
- If a member is presented by the Nominating Committee for a position on the Board, then he or she need not be present at the meeting.
- Any eligible member not present at the meeting may still put his or her name forward as a candidate for election, by informing the Secretary in writing of his or her willingness to stand for election.
- If an individual is nominated from the floor, then no seconder is required, but the individual must be present at the meeting.
- If there is only one (1) candidate for a position, that candidate shall be declared elected by acclamation.

Summary of the Duties of Officers

President - To supervise and direct the affairs of the Association.

The duties of the President shall be to:

- Call all meetings of the Association and the Board of Directors
- Prepare the Agenda for all meetings in collaboration with the E.D. and chair all meetings of the Association and Board of Directors
- Present a written report at all General Meetings of the Association;
- Be an ex-officio member of all committees of the Association;
- Sign all official documents of the Association;

¹ although the Secretary position shall be elected in even number years, this position was appointed by the board for a one-year term to fill the vacancy. Two-year term appointments shall resume in even numbered years.

- Be one (1) of the cheque signing authorities for the Association;
- Represent the Association in dealings with other groups, associations, agencies, and different levels of Government as required;
- Ensure that all resolutions or orders passed by the membership or Board of Directors are carried out.

Vice Presidents

- The Vice Presidents shall be assigned duties and responsibilities by the Board of Directors. (One of the Vice Presidents may be appointed as chair of the Bowling Program Committee and one as the chair of the Athlete Development Committee.)
- One of the Vice Presidents shall be elected as the 1st Vice President while the other shall be elected as the 2nd Vice President.
- One of the Vice Presidents shall assume the duties of the President when he or she is absent, or if the President's position is vacant
- Each Vice President shall present a written report at all General Meetings of the Association.

Secretary

Shall be responsible for the correspondence and recording functions of the Association.

The duties of the Secretary shall be to:

- Ensure that notices of meetings as well as notices of motions are sent to the Board of Directors and all Member Clubs in a timely fashion;
- Record the minutes of all meetings;
- Ensure that the minutes of all meetings are circulated in a timely fashion;
- Ensure that all correspondence is prepared for approval by the President on matters arising out of all meetings;
- Ensure that all correspondence received from Bowls Canada Boulingrin, Government agencies, and other sources, is prepared for appropriate review and action by the Board of Directors;
- Hold the Corporate Seal of the Association which shall be affixed to documents as required;
- Ensure that a complete annual return is filed with Alberta Corporate Registries;
- Ensure that files of minutes and correspondence of the Association are maintained
- Perform other duties as assigned by the Board of Directors.

Treasurer

Shall be responsible for the financial affairs of the Association.

The duties of the Treasurer shall be to:

- Collect all dues and fees as approved at the AGM by the membership;
- Pay all accounts and bills accrued by the Association
- Pay the affiliation fees to Bowls Canada Boulingrin (BCB)
- Maintain complete and accurate financial records of all transactions;
- Present a financial report at all General Meetings of the Association
- Ensure that all funds are used in accordance with any spending restrictions that are placed upon them by granting or funding agencies or regulatory bodies;
- Be the Chairperson of the Finance Committee.

Director at Large

Shall be the Chairperson of the Nominating Committee in the absence of a Past President. (pending bylaw change)

The duties of the Director at Large shall be to:

- Represent the Association at General Meetings of BCB, in the Absence of the President and both Vice Presidents;
- Other duties as assigned by the Board of Directors.