

Duties of Executive and Volunteer Positions

The following is a simplification of the roles of the executive as outlined in Elk Island RTA's Bylaws. For a more complete version, please refer to that document

Executive Positions (These are positions that are elected at the yearly AGM)

President:

- The President shall preside at all meetings of the Executive. (approx 5 meetings/yr)
- The President or the President's designate shall represent the branch at ARTA's Board of Directors' meetings. (approximately 4 meetings/year)
- The President shall be a delegate or assign a replacement delegate at the ARTA AGM and will name a slate of delegates to attend this AGM.
- The President shall prepare and present an annual report at the Elk Island Retired Teachers' Association AGM and shall submit that report to ARTA for their AGM.

Past President (not elected):

- The Past President chairs the nominating committee and conducts the elections for the AGM.
- The Past President provides assistance to the President and Executive as needed. This person serves as a full, voting member of the Executive Committee.

Vice President:

- The Vice President will act as the President if the President is absent or unable to fulfill the duties of President, as outlined above

Secretary:

- The Secretary keeps accurate minutes of executive or association meetings.
- The Secretary shall have charge of all the correspondence of the association under the direction of the President and the Executive.
- The Secretary is responsible for archiving the previous year's Executive meetings and AGM documents.

Treasurer:

- The Treasurer shall receive all monies paid to the association and be responsible for the deposit of these monies in whatever Bank, Trust Company, Credit Union, or Treasury Branch the Executive may order.
- The Treasurer shall present a full, detailed account of receipts and disbursements to the Executive whenever requested.
- The Treasurer shall prepare, for submission to the Annual General Meeting, a statement duly audited of the financial position of the association. This person shall also submit a copy of this document to the Secretary for the records of the association.
- The Treasurer shall give the Membership Chairperson all pertinent information to maintain an up-to-date membership list.

Membership Chairperson

- The Membership Chairperson shall maintain accurate, current records of members, including dates up to which fees have been paid, contact information, and the status of FOIP permission. This includes issuing reminders on past due accounts
- This person shall co-ordinate with the Communications Chair and Phoning Chair in order to provide current information regarding members' contact information.
- Competence in using a spreadsheet format is recommended.

Communications Chairperson

- The Communications Chairperson shall ensure that information, determined by the Executive to be important to the membership, is disseminated, in a timely manner, through appropriate media such as email blasts, newsletters, or a website.
- This person will have a working understanding of the technologies used for communication, and/or will work with a designate who has such knowledge.
- The Communications Chairperson will ensure that the website owned by the branch is properly maintained, and will attempt to find a second Webmaster who will be trained to continue the work should the first Webmaster be unable to do so.

Phoning Committee Chairperson

- The Phoning Committee Chairperson is responsible for ensuring that members who do not access the Internet receive information determined by the executive as important to the membership through a call-out system.

Special Volunteers (These are positions that members may sign up for at any time of the year by contacting the President of the association.)

Phoning Committee Members

- Each Phoning Committee Member is responsible for ensuring that the three or four members assigned to them, who do not access the Internet, receive important information.

Social Committee Members

- The Social Committee is a self-determining committee that acts with or without a chairperson. Members of this committee organize events by determining, among themselves, who will be responsible for what. Members at Large may volunteer on this committee for specific events.
- Social Committee Members attend executive meetings in order to participate in the decision-making process related to Elk Island RTA events.

Compassion and Congratulations Position

- The person filling the Compassion and Congratulations position is responsible for reviewing obituaries, birth, and other announcement pages of

various local publications and for following through to obtain further information when advised of such events.

- This person will also send a card on behalf of Elk Island Retired Teachers' Association to the individual or the family, to honour such events. Information about events shall be passed on to the Communications Chairperson in a timely manner.
- In the event that this position is not filled, the Secretary may respond to obituary notices that are directed to the Secretary and will send a card on behalf of Elk Island Retired Teachers' Association as described above. The Secretary, however, will not be expected to search for obituary, birth or other announcements in addition to the other duties of the Secretary.

ARTA Representatives

- ARTA Representatives are Elected Executive volunteers who have taken the training provided by ARTA that enables them to speak knowledgably about ARTA matters, including the Health Benefits Program and how ARTA functions.