



Roles and Responsibilities

- Serve on the Executive Committee (President, Vice President, Secretary, Treasurer)
- Keep a copy of the By-laws
- Keep record of Officers, Directors, Committee members and Members
- Attend all meetings of the Committee and Board
- Ensure there is a quorum at Board, Committee and Member meetings
- Prepare and distribute Agendas to members for Committee, Board and Member meetings
- Keep accurate minutes at meetings – and distribute to members following the meeting
- Provide notice of general meetings to members in accordance with the requirements of the By-laws
- Keep the seal of the society
- File the annual return, change in the directors, amendments in the By-laws, and other incorporating documents with the Alberta Corporate Registry
- Keep Board & Committee Position Descriptions updated as required
- Send and receive emails to and from AMBA members as required
- Able to provide a clean Vulnerable Sector Check
- Carry out other duties assigned by the Board

Approximate time commitment: 5-10 hours per month