



## **CALL FOR NOMINATIONS FOR COPAC EXECUTIVE 2023/2024**

All positions are open for nominees:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Member at Large
6. Member at Large
7. Member at Large

### **EXECUTIVE DEFINED**

Members of the 2023/2024 COPAC Executive will include the President, Vice President, Treasurer, Secretary, and 3 Members at Large.

**President** – Non-Voting position at General Meetings. Voting position in the event of a tie at Executive Meetings.

**Vice-President** – Voting position

**Secretary** – Voting position

**Treasurer** – Voting position

**Members at Large** –Voting positions

Nomination submissions are to be made by 11:59 pm, April 23, 2023. Elections will be held on May 1, 2023 at the COPAC AGM. Please contact the nominations committee with any questions: [copacnominations2023@gmail.com](mailto:copacnominations2023@gmail.com) .

Nominations and self-nominations can be completed here: <https://forms.office.com/r/Nr3eefeU7L>

### **DUTIES OF EXECUTIVE AND REPRESENTATIVES**

#### **1. The President will**

- a) speak on behalf of the Council;
- b) consult with Council members;
- c) preside at membership and executive meetings;
- d) be an ex-officio member to all committees except the Nominating Committee;
- e) ensure that an agenda is prepared;
- f) appoint committees where authorized by the membership or executive;
- g) ensure that the Council is represented in School District activities;
- h) ensure that Council activities are aimed at achieving the purposes set out in the constitution;
- i) be one of the signing officers;
- j) remain available to assist the President-Elect to learn his/her duties until the last day of the current school year;
- k) in the event that the President is unable to remain until the end of the school year, an outgoing executive member will be appointed to complete the tasks as outlined in Item j; and
- l) submit a written report at the Annual General Meeting.

## **2. The Vice-President will**

- a) support the president;
- b) assume the duties of the president in the president's absence or upon request;
- c) assist the president in the performance of his or her duties;
- d) accept extra duties as required;
- e) may be a signing officer; and
- f) submit a written report at the Annual General Meeting.

## **3. The Secretary will**

- a) ensure that members are notified of meetings;
- b) record and file minutes of all meetings;
- c) keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request;
- d) prepare and maintain other documentation as requested by the membership or executive;
- e) issue and receive correspondence on behalf of the Council;
- f) ensure safekeeping of all records of the Council;
- g) may be a signing officer; and
- h) submit an annual report.

## **4. The Treasurer will**

- a) be one of the signing officers;
- b) receive funds on behalf of the council and ensure all funds of the Council are properly accounted for;
- c) deposit all monies collected on behalf of COPAC in and account at a recognized financial institution approved by the executive;
- d) disburse funds as authorized by the membership or executive
- e) ensure that proper financial records and books of account are maintained;
- f) provide a written report of all receipts and disbursements at each general and executive meeting;
- g) make financial records and books of account available to members upon request;
- h) have the financial records and books of account ready for inspection or audit annually;
- i) with the assistance of the executive, draft an annual budget;
- j) ensure that the application for Community Gaming Grant funds is completed and submitted on a timely basis;
- k) prepare and submit as required by legislation any and all reports regarding the expenditure of Gaming Funds;
- l) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence; and
- m) submit an annual financial statement at the annual general meeting.

## **5. The Members-at-Large will**

- a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires; and
- b) submit a written report at the Annual General Meeting.