

Series Outline

Positions and length of terms available

Important information about the election process that you will take part in at the AGM in May (exact date TBA) will be covered. You can also review some of the By-law amendments made at the last AGM that change the election process this year.

Director Position

This e-mail will give a description of the duties of the 4 Director positions.

President Position

This e-mail will give a description of the duties of the President.

Vice President Position

This e-mail will give a description of the duties of the Vice President.

Secretary Position

This e-mail will give a description of the duties of the Secretary.

Treasurer Position

This e-mail will give a description of the duties of the Treasurer.

Positions and length of terms available

The positions that need to be filled by election or acclamation at this AGM are outlined below. Please note that you will see differences in the structure of the Board or Directors and you will see all positions opened up this year. This is because of the amendments that were made at the AGM last year. At the bottom of this e-mail some of the major changes are outlined for you. If you have further questions about the By-Law changes and how they affect the AGM you can contact a committee member.

Positions Open & Length of Terms available at the 2008 AGM

One year Term - President (Executive Officer)
One year Term - Vice President (Executive Officer)
One year Term - Secretary (Executive Officer)
One year Term - Treasurer (Executive Officer)

One year Term - Director
One year Term - Director
Two year Term - Director
Two year Term - Director

Running for a position

If you want to run for one of the positions you must be nominated. The nomination process is simple. During the call for nominations for a position at the AGM any paid member can say, I nominate “_____” if the named person accepts, they are nominated. A vote (ballot) for the position will follow if more than one person is nominated. If no one else accepts nomination for that position, the person who accepted nomination will gain the position by acclamation.

If you want to run for one of the positions the committee would like to hear from you and ensure that you are nominated at the AGM. Also if you know somebody whom you feel would be suitable for a certain position, do not hesitate to nominate them at the AGM. Or you could refer that person to the committee before the AGM if all they want is more information at this point.

Also nominations are not limited to people that are in the group right now. For example, if you know any community minded person who would be willing to support us in a Director or Executive position they can be nominated. The committee would be happy to help answer any questions about this.

Changes that you will notice at the 08' AGM

The new by-laws mean the AGM will be in May this year and on a date set by the Board of Directors.

The Board of Directors will now be made up of 8 members.

The old By-laws meant that the Board of Directors was made up of 7 members.

The Executive Officers will now be voted in as Executive Officers.

The old By-laws meant that members had to be voted in as a Director first and then voted in as an Executive Officer.

Now the elections for the Board or Directors will take place in the order of: President, Vice-President, Secretary, Treasurer then the Directors.

The old By-laws meant that 7 Directors were voted in and then from the 7 Directors the Executive Officers were voted in.

Director's Position

The Directors are essential to the successful running of the Society. The duties of the one year term Directors and the two year term Directors are the same. At this AGM we need to vote in four Directors.

One year Term - Director
One year Term - Director
Two year Term - Director
Two year Term - Director

Time Commitment

The time commitment is approximately two hours a month at monthly meetings and about two hours a month at Board meeting/s. You can expect an additional two hours a month on the duties listed below. Attending Society monthly, annual and Director's meetings is important to these positions.

The Director's main duties are to:

Be a Reporting Member or Chairperson of one of the committees.

When you start your term you will be asked to be a Reporting Member or Chairperson of one of the committees. This will help keep the lines of communication open between the committees and the Board.

What's a Reporting Member?

A Reporting Member would be a member of the committee, other than the Chairperson, that would report the committees progress or the committees requests as directed by the committees actual Chairperson back to the Board of Directors.

Director's Additional Duties

As a member of the Board of Directors you will likely be asked to help with other special event/s or programmes throughout your term, requiring some additional hours.

President Position

This is a very important position in our Society. This is one of the four Executive Officer positions.

Time commitment

The time commitment for this position is approximately eight to ten hours a month. The breakdown of the hours is as follows: Two hours at the monthly meeting. Two hours at Board meetings. Up to six hours a month on other duties.

The President's main duties and responsibilities are:

Be a Chair Person

The President will preside over general, monthly and director's meetings. Learning proper meeting protocol and ensuring that it is followed.

Committee Organization

Form new committees and assign members to those committees when necessary. Keep in contact with committees to ensure that they have the necessary tools/help to full fill their duties.

Liaison with BCSARA

Be one of ASAR's main contact persons for BCSARA's regional Rep. Ensure that BCSARA's requests for information are filled in a timely manner.

Become a Signing Officer on the accounts of the Society

Resource Access

Ensure members have access to resources that can help them continue to be productive members of the society. This duty could include having one on one interviews with members, if for some reason they are having difficulties in the group. Calling in outside non-bias resources could also be apart of this.

Be Responsible for Policy & Licenses

Ensure the Society's By-laws and policies are followed. Also the President ensures all necessary government forms and licenses are completed. (Society Act, Revenue Canada, Gaming, Driver abstract)

Monitor expenditures and ensure they were properly approved

President's Additional Duties

Ensure you are aware of the current events of the society, such as PR, training and fundraising.

Delegate additional necessary duties to members.

Vice President Position

The Vice President is one of the four Executive Officers.

Time Commitment

The time commitment is approximately two hours a month at monthly meetings and about two hours a month at Board meeting/s. You can expect an additional two hours a month on the duties listed below. For a total of approximately 6 hours a month. Attending Society monthly, annual and Board meetings is important to this position.

The Vice President's main duties are to:

Execute the duties of President/Chair when the chair is unable to attend a monthly meeting of the assembly.

Replace the President/Chair and execute all of the duties if the chair resigns, or leaves the position open for any other reasons, before the end of term. (The chair position would be filled at the next monthly meeting.)

Assist the President/Chair in the execution of the President's duties, if so requested.

Execute other duties established by President/Chair.

Attend monthly meetings of the assembly.

Attend Directors meetings monthly or as required.

Act as signing officer on Society accounts.

Be a Reporting Member or Chairperson of one of the committees.

Secretary Position

This is a very important position in our Society. This is one of the four Executive Officer positions.

Time commitment

The time commitment for this position is approximately six to eight hours a month. The breakdown of the hours is as follows: Two hours at the monthly meeting. Two hours at Board meetings. Two hours to four hours typing up minutes, correspondence, and group e-mails. Access to a computer is a necessity.

The Secretary's Main duties are to:

Keep minutes of the proceedings at all the meetings.

This is one of the most important functions of the Secretary. It requires you to take notes of the happenings at the board and monthly meetings. If you are unable to attend a meeting you will have to arrange for someone to take the minutes.

Conduct correspondence in the name of the Society.

Sending thank you letters. Presenting important correspondence at the monthly/director meetings. Ensuring important correspondence that you come across is given to the appropriate member. Occasionally preparing other letters as required by the Society.

Be Responsible for the files of the Society.

This means ensuring the Society keeps/files copies of its minutes, and other important documents. The files can be kept at your residence if you have the room or at the SAR Hall if you do not have the room.

Maintain a register of the members of the Society.

One part of this duty is registering the list of the new Board of Directors after the AGM. This is done using a simple form that you will send to the Register of Companies. All Societies are also required by law to keep a register of its members. The register is a simple list with the names, address, and contact information. This list is made up of "Paid" members of the Society.

Become a Signing Officer on the Accounts of the Society.

Becoming a Signing Officer on the accounts means you will be able to sign cheques for the society. Also you will be responsible for arranging for the change in signing officers for the Society accounts after the AGM.

Give notice of and call meetings of the Board of Directors and the Society.

Very little time is spent on this duty. The most important notice is that of the AGM. The monthly meetings are usually on the same day each month and the notice is given in the training schedule. Calling of other meetings as described in the By-laws of the society (Part 2 (b)) are very rare.

Secretary's Additional Duties

As a member of the Board of Directors you will likely be asked to be in charge of a committee or other special event/s or programmes throughout your term,

requiring some additional hours. Whether you take on these additional duties is up to you.

If you have any further questions regarding this position please contact a committee member.

Treasurer's Position

The Treasurer is essential to the successful running of the Society. This is one of the four Executive Officer positions.

Time Commitment

The Treasurer's duties as described below require a time commitment of approximately 20 – 30 hours per month, with additional commitments for the annual duties. In the past there have been arrangements where the Treasurer is assisted by a bookkeeper. Attending Society monthly, annual and Director's meetings is important to this position.

The Treasurer's main duties are to:

Be responsible for the books and accounts of the Society.

We use 'Quickbooks' software to keep the accounts, but other programs (or manual bookkeeping) may be used. Access to a computer is very helpful.

Be responsible to deposit funds received.

These are typically cheques received from the Provincial Emergency Program, grants and donations, QF Certificate sales, and cash donations. Careful records of the source of funds should be kept. The Treasurer may make up a deposit and then give it to another ASAR member to take the deposit to the credit union.

Receive Society invoices and make payments.

Ensure that the payments are properly authorized by the Directors or the membership. Receive Task reimbursement claims and searcher's expense claim data from the Search Managers. Make periodic payments of member task expense claims.

Provide financial reports.

Provide financial reports to the Directors and membership. Be responsible for the Annual Reports of the Society and the Gaming Account Summary Report

required by the Gaming Branch. Prepare the annual Charity Return for the Canada Revenue Agency.

Monitor the Society's spending patterns, cash flow and spending commitments.

In performing the above duties the Treasurer has to ensure that the Gaming accounts and funds are spent in accordance with the Gaming Branch regulations.

Members Task Claim Records and Reimbursements.

Receive task reports from the Search Managers, cross check them and then compile and enter the data into the bookkeeping system. Periodically issue reimbursement cheques to members.

Arrange for audits/financial reviews of the Society's records.

The society's financial records have to be audited/reviewed periodically. Typically, the audit/reviews have been performed by ASAR members familiar with financial records.

Be responsible for the financial files of the Society.

This means ensuring the Society keeps/files important documents. The files can be kept at your residence if you have the room or at the SAR Hall if you do not have the room.

Treasurer's Additional Duties

In the past, certain duties have been performed by the Treasurer. These duties could be taken on by a new Treasurer or assigned to other members.

QF Certificate Sales

Subject to authorization by the Directors and/or membership this duty could be performed by somebody other than the Treasurer.

Task Status Report

Receive Task data from the Search Managers and update the Task Status Report. This duty could be performed by another ASAR member.

Fund Raising and Grant Application Writing

The Treasurer has typically been heavily involved in fund raising activities and often is expected to write grant proposals and applications. Fund raising is a

duty for the Society in general and this duty is not specifically the Treasurer's responsibility and can be assigned to a committee.

If you have any further questions regarding this position please contact a committee member.

Thank you for your interest!