

ASRCT AGM 2018

Elections: CEU Coordinator

Job Description:

- CEU Coordinator shall continually monitor CEUs submissions to the ASRCT website for all members.
- Research different ways for members to collect CEUs and maintain instructions for CEUs on the website.
- Maintain full records of each submission for ASRCT Members keeping them readily current
- Maintain Records on the ASRCT website for Members in Good Standing.
- Assist in planning AGM

Board Appointments

Provincial Director:

- This appointment is for one year, it will be reappointed 2019
- Represent the Province of Alberta to the CSCT Director
- He/She attends all meetings, prepares and presents a report to the Provincial Society,
- Carries forward pertinent information/concerns from ASRCT to CSCT
- Perform all duties and exercise all powers assigned to the Provincial Director in the bylaws and rules and perform such other duties and exercise such other powers as may be directed from time to time by all directors of the Board and for the efficient management of the Society.

Treasurer

This position is appointed by the Board for a two (2) year term in even number years and has a vote:

The Treasurer shall:

- *Have custody of the Society funds and securities and shall keep full and accurate accounts for receipts and disbursements in books belonging to the Society and shall deposit all monies and other valuable effects in the name and credit of the Society.*
- *Receive and disburse the funds of the Society with the approval of the Board taking proper vouchers for such disbursements, and shall render of the Board of Directors, at each regular meeting of the Board of whenever they may require it, an account of all the transactions and the financial position of the Society,*
- *Present a report and the Annual Financial Statements at the annual meeting or as agreed by the Board of Directors,*
- *Prepare a comprehensive budget for the ensuing fiscal year to be submitted to the Board by January of the current fiscal year,*
- *Custodian of the Seal of the Society, which he/she shall deliver when authorized by the resolution of the Board of Directors to such person or persons as may be named in the resolutions,*
- *Perform all duties and exercise all powers assigned to the Treasurer in the bylaws and rules and perform such other duties and exercise such other powers as may be directed from time to time by all directors of the Board and for the efficient management of the Society.*