**Edmonton IIBA® Chapter Nomination Form**

The following positions will be elected to serve for two years starting at the date of the AGM of April 26, 2017.

* Secretary
* Treasurer
* Vice President (VP) Events
* Vice President (VP) Membership
* Vice President (VP) Sponsorship

Nominations are now open to any Edmonton IIBA member whose membership is in good standing.

***Nominee Information***

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| IIBA Member Number |  | Telephone |  |
| Email |  | | |
| Position of Interest |  | | |
| Signature |  | | |

***Nominator Information***

**Nominator 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| IIBA Member Number |  | Telephone |  |
| Email |  | | |

\*Nominations are open until Tuesday April 18, 2016.

General information on these board roles and responsibilities:

1. Secretary
2. The Secretary shall keep the records of all business meetings of the Edmonton Chapter and Board of Director meetings. Distribution of the approved minutes will be done within 14 days of approval.
3. The Secretary will manage all communication received by the Edmonton Chapter and liaise with the IIBA Secretary.
4. The Secretary may facilitate meetings in which the President is unavailable. If the Secretary is called to facilitate any meeting for which the President is unavailable, any other Board Member can scribe for that meeting.
5. Treasurer
6. The Treasurer acts as one of the signing officers of the Board and is responsible for the oversight of the management of funds for duly authorized purposes of the Edmonton Chapter, including accounts receivable, accounts payable, management of the Edmonton Chapter’s bank accounts, preparation of the annual budget.
7. The Treasurer is responsible to the Board of Directors and will submit the books for audit each year.
8. Vice President (VP) Events
9. The Vice President of Events is responsible for the planning and delivery of the Edmonton Chapter events.
10. The VP of Events is responsible for the development of the annual events plan, including the planning and delivery of event schedules, speakers, logistical arrangements, registration and related record-keeping.
11. The content of these events is to be consistent and in accordance with the objectives of the Edmonton Chapter, the IIBA and with the approval of the Edmonton Chapter Board of Directors.
12. Vice President (VP) Membership  
    The Vice President of Membership is responsible for:
13. The growth and sustainment of the Edmonton Chapter’s membership;
14. Membership registration
15. Managing the Edmonton Chapter’s relationship with its members.
16. Sponsorship  
    The Vice President Sponsorship is responsible for gaining appropriate sponsorship for the Edmonton Chapter and for Edmonton Chapter events. This includes managing sponsor relationships to ensure maximum value for both parties.