

# GFOA Alberta

## GFOA Board of Directors

### Terms of Reference

#### Vision

- GFOA Alberta is the leader in municipal financial strategies, policies and practices that inspire spirited leadership and well-informed management in municipal government.

#### Mission

- GFOA Alberta inspires leadership and promotes excellence in municipal financial management by facilitating professional development and networking, and by providing guidance on emerging municipal finance issues, for the benefit of our members and their organizations.

#### Membership

- Active Member: includes any person employed in the public sector who has governmental accounting or financial responsibility regardless of their title.
- Associate Member: any person not eligible for active membership who is interested in the principles and practices of governmental finance and who subscribes to the purpose of the Association.

#### Election of the Board

- The Board shall appoint a nominating committee comprised of two (2) active members in good standing who shall select not less than one name for each Director position which is to be filled at an Annual Meeting.
- Additional nominations may be made from the floor at the Annual Meeting by an active member in good standing.

#### Frequency of Meetings

- At the call of the President
- Annual Meeting shall be held on or before October 31<sup>st</sup> of each year

#### Responsibility of the Board

- Set strategic direction and policies for the Association
- Perform such other matters as may be deemed to pertain to the advancement, welfare and best interests of the Association and its members

The responsibilities of the **President** include the following:

- When present, preside at all meetings of the members of the Association and the Board of Directors.
- Provide guidance and direction to the Executive Director in the absence of the Vice President

The responsibilities of the **Vice-President** include the following:

- Shall assume the duties of the President in the absence of the latter.
- Provide guidance and direction to the Executive Director

The responsibilities of the **Secretary** include the following:

- Shall attend all annual, general and special meetings of the Association and all Board meetings and ensure accurate minutes maintained.
- Shall be responsible for the nominations and operation of board election at the AGM.

The responsibilities of the **Treasurer** include the following:

- Shall review financial operations of the organization and present results quarterly at a minimum.
- Shall submit to the Annual Meeting a statement duly audited or reviewed as hereinafter set forth of the financial position of the Association and shall submit a copy of same to the Secretary for the records of the Association.

The responsibilities of the **Municipal Affairs Representative** include the following:

- Shall act as a liaison between the Department of Municipal Affairs and the Board providing relevant information facilitating collaboration with the Department.

The responsibilities of the **Immediate Past President** include the following:

- Ensure continuity between the previous year and current year, and for chairing the nominating committee.