

OTHER RELATED DUTIES OF THE EXECUTIVE PROCEDURE

PROCEDURE NUMBER:	ADM-03
EFFECTIVE DATE:	April 24, 2015 (approved by membership at AGM)
AMENDED:	N/A
REVIEWED:	May 2, 2019 (reviewed by Executive)

Section 4.11 of Bylaw No. 1-2015 of the Alberta Municipal Clerks Association sets out that:

All Members of the Executive shall assist with any other related duties of the Association (i.e., Organization, Program and Education).

1.0 PROCEDURES

- 1.1 Solicit the membership for persons who may be interested in being nominated for upcoming openings on the Executive Committee, with a listing of names being presented at the respective Annual Meeting.
- 1.2 Review the bylaws, policies and procedures of the Association to ensure they are up to date. Any proposed revisions requiring the approval of the Association to be presented for consideration at the Annual Meeting.
- 1.3 Annual Conference – identify topics, speakers and location of the Annual Meeting/Conference. Input from the membership will be gathered to assist the Executive with these matters.
- 1.4 Some items to be considered when choosing the location for the conference: hotel costs, accessibility to members, central location, number of participants at previous conferences held in the same municipality and input from the membership. If a member would like his/her municipality to be considered as a location for a future conference, a written request is to be sent to a member of the executive.
- 1.5 Workshops/Seminars – identify topics, location and dates for educational workshops/seminars to be held at other times throughout the year. Input from the membership will be gathered to assist the Executive with these matters.
- 1.6 General educational aims of the Association are:
 - a. To promote the use of professional speakers at seminars that will maximize member benefit.
 - b) To provide seminars directly related to the duties of the members and other seminars of a general administrative and management nature.
 - c) To offer encouragement, support and guidance to members and individuals wishing to enroll in professional course work.
 - d) To provide an opportunity for local government officials to gain professional recognition.
 - e) To facilitate personal growth and development.
 - f) To increase the member's value to the corporate management group.

- g) To increase professional competence.
- h) To increase the quality of service to the public.