

## SAVE THE DATE:

LBNA Annual General Meeting on October 23, 2017 (details to follow)

In accordance with proposed Bylaws, the Provisional Board of the Long Branch Neighbourhood Association (LBNA) consisting of Brian Liberty (Chair), Tim Dobson, Judy Gibson, Sarah Lockett, Christine Mercado and Gloria Shookner would like to invite the nomination of individuals by LBNA membership, or expressions of interest (self-nomination) for positions on the Board of Directors of the LBNA.

Interested members must submit intentions no later than **September 23, 2017**. IAW proposed Bylaw 5.11 (b) **late submissions will not be accepted**.

Any questions related to the election and nominations should be directed by email to the Provisional Board at LongBranchTO@gmail.com

### **Expression of Interest submission**

Suggested content should include but is not limited to:

- a) *Name, Contact Information (email, phone, address) for questions from the members of the Provisional Board*
- b) *What relevant experience do you have relating to the role?*
- c) *What board experience do you have relating to the role?*
- d) *Do you have an interest in running for an executive position? If so, list the position.*
- e) *What relevant skills do you have to contribute to the LBNA?*
- f) *What relevant experience and qualifications do you have for the position being sought?*

Submissions will be distributed to the membership by email and should be limited to ½ page in length for membership review. Time for a 1 minute speech per nominee will be scheduled prior to casting of ballots at the AGM.

All interested individuals must be members in good standing of the LBNA (proposed Bylaw 3.1 (a) "Individual Members – All individuals who make their principal residence for Federal income tax purposes in Long Branch, regardless of legal dwelling type, shall be eligible for membership in the Corporation. Such persons are referred to in this By-Law as "members") and must be present at the AGM to be elected. IAW proposed Bylaw 5.2(e) "Every director shall be at least eighteen (18) years of age and shall at the time of his election or within ten (10) days thereafter and throughout his term of office, be a member of the Corporation."

Election procedure: The Board will be voted on first and then the full membership will vote for the Chair, the Vice Chair and the Secretary, amongst the members of the elected Board.

### **Available Positions and Job Descriptions**

IAW Bylaw 5.2(a) Directors shall be elected by secret ballot for a term of two (2) years by the members entitled to vote at the annual meeting of member and shall retire in rotation.

### **Chair**

In accordance with the bylaws, the Chair shall be responsible for setting the strategic direction of the LBNA. The Chair also administers the affairs and organisation of the LBNA, maintains the by-laws of the LBNA, and ensures that a Nominating Committee is formed to preside over each election. The Chair shall also:

- (a) serve as Chair of the Board for the duration of their term in office;
- (b) be an ex officio member of all committees of the Board except for the Nominating Committee;
- (c) be one of the designated spokespeople and public point of contact and communication for the LBNA;
- (d) report to each Annual General Meeting of members of the LBNA concerning the operations of the Corporation;
- (e) perform such other duties as may from time to time be determined by the Board; and
- (f) supervise the affairs and operations of the LBNA, sign all documents requiring signature and have such other powers and duties from time to time as are prescribed by the Board.
- (g) attend all meetings of members and the Board,

### **Vice-Chair**

During the absence or disability of the Chair, their duties shall be performed and powers exercised by the vice-Chair. The Vice-Chair will attend all meetings of members and the Board,

### **Secretary**

The Secretary shall:

- (a) attend, record and prepare minutes of all meetings of members and the Board.
- (b) give all notices required to be given to members and to directors, including notice of meeting of members and motions by members;
- (c) be one of the designated spokespeople and public point of contact and communication for the LBNA;
- (d) organize and administer the logistics for meeting of members, maintain the membership list
- (e) shall be the custodian all books, papers, records, correspondence and documents belonging to the LBNA
- (f) attend all meetings of members and the Board.

## **Treasurer**

The Treasurer shall:

- (a) report to the Chair
- (b) keep full and accurate records of all receipts and disbursements of the LBNA in proper books of account and shall deposit all moneys.
- (c) Disburse and account for all the funds of the LBNA under the direction of the Chair;
- (d) manage and report of the Corporation's finances and bank statements for presentation at the AGM.
- (e) attend all meetings of members and the Board.

## **Other Officers (7 positions)**

The Board shall appoint to hold the Position of Executive Member who shall report to the Chair. This Executive Member shall:

- (a) report to the Chair
- (b) assist the Chair and Board in accomplishing strategic goals as set by the Board by striking Committees and managing specific task related projects as agreed upon by the Board and/or Membership.
- (c) assist the Membership in recruiting new members
- (d) periodically share progress reports with the Chair, Vice Chair and Membership
- (e) attend all meetings of members and the Board