

Position Descriptions

General to All Positions

1. Act as voting officers of the Executive Committee (EC).
2. Attend EC and branch meetings/events, report on activities as required, and submit an annual report of the past year's activities by March 31 to the branch President (for forwarding to National by April 15).
3. Encourage ongoing recruitment of new members by demonstrating the desirability of membership and the accompanying mutual benefits.
4. At every opportunity, broaden awareness of the association in the Edmonton and surrounding region.
5. Participate in the organization of the annual conference or professional development workshop.
6. Maintain a current officer duties and responsibilities list in the "Position Descriptions" document.
7. Maintain records for the position and, when leaving the position, ensure their transfer to the incoming officer.
8. Assess annually the year's work and make recommendations for continual improvement.
9. Abide by all clauses indicated in the bylaws of both the branch and the National Board, as well as the branch's policy guidelines.
10. Recruit another EC officer to carry out respective position duties in your absence.
11. Inform the President immediately if duties assigned to the position cannot be performed so other arrangements can be made.



President

1. Oversight of all branch activities ensuring all tasks are completed correctly and in a timely manner.
2. Serve as an ex-officio member of all committees.
3. Preside as chairperson at each meeting.
4. Coordinate recognition details for both outgoing and incoming EC officers at the May branch meeting.
5. Co-sign branch cheques and other documents as required.
6. Ensure that all actions concerning branch funds and expenditures are covered by motions and that all carried motions and resolutions are recorded and implemented.
7. Ensure that the branch does not knowingly violate the terms of any article in the bylaws of the association or its own branch bylaws and policy guidelines.
8. As a member of the National Board, participate in board meetings, and special committees when convened by the Board, to represent the interests of the Edmonton Branch.
9. Prepare an annual branch report as required by National for inclusion in the National Board's annual report.
10. Ensure that the required reports (President's report on the year's activities, financial statement for the year-end, and list of EC officers) are in the hands of the National Director - President by the announced deadline for inclusion in the annual report of the association.
11. In April, advise the National Director - President of the annual EC officer election results.
12. Ensure that branch entries have been submitted for consideration of association awards distributed during the National AGM in May/June.
13. Prepare for the annual conference or professional development workshop and ensure that the EC commences plans for it at each EC meeting from September to April.
14. In the event the branch is hosting the National AGM, liaising with the National Director - President for smooth operation of the function.
15. Serve as custodian of the gavel and legal documents or pertinent materials pertaining to the branch or the National Board and ensure transfer of such to the incoming President.
16. Solicit assistance from the Vice President if unable to fulfill a task.

Vice President

1. Assist the President if they are not able to fulfill a task.
2. Preside at meetings as requested by the President and represent the President at other functions as necessary.
3. Be familiar with the bylaws of both the branch and the National Board, as well as the branch's policy guidelines.
4. Receive all suggested changes for amendment to the branch bylaws, assessing and reporting conclusions.
5. Update branch bylaws as necessary and be responsible for discussing any updates with the general membership. Ensure that the branch bylaws are, at all times, consistent with the objectives of the association. Ensure any amendments to the bylaws are filed with the National Director - President.
6. Provide assistance to the President on agenda items at branch and EC meetings.
7. Be aware of parliamentary procedure in conducting meetings by studying Robert's Rules of Order.
8. If delegated by the EC, and registered by the branch's bank, for signing authority, co-sign branch cheques in the absence of the President.
9. Assist the President with projects and other duties as assigned, e.g. recognition of both outgoing and incoming EC officers during the EC transition meeting.
10. Update annually the:
 - a. branch calendar for distribution to the membership;
 - b. "Yearly Calendar of Date Reminders" for distribution to the EC;
 - c. list of EC Officers since inception of the branch;
 - d. EC contact list;
 - e. branch inventory list; and
 - f. list of National AGM awards presented to the branch.



Past President

1. Act on behalf of the President or Vice President in their absence.
2. Act as Parliamentarian at branch and EC meetings.
3. Provide the Secretary with the nomination package (nomination letter, nomination form, and proxy) to send to the members by February 1 for the branch's annual general meeting (AGM) held in April.
4. Conduct the annual election of EC officers during the branch's AGM each April.
5. In February, provide the Secretary the nomination form for the National annual honour roll (for the March branch meeting agenda package). By March 31, consult with the President to determine the branch's choice (if more than two nominations) and advise the National Director - President in writing of the nominee's(s') name(s) and reasons for the nomination(s).
6. Monitor the duties and responsibilities of all officers. Maintain the EC Position Descriptions document, updating it annually in January/February with input from each officer.
7. Maintain the Edmonton Branch policy guidelines, including updates to and distribution of approved amendments to the Executive Committee.
8. Act as the Edmonton Branch's records manager. Manage the branch-level records, monitor retention periods, and dispose of records following established guidelines. (Refer to PG-1, Records Management, Retention, and Disposition.)



Secretary

1. Be familiar with the association and branch bylaws and with branch policy guidelines.
2. Review Robert's Rules of Order to assist in developing meeting minutes.
3. Follow branch policy guideline PG-1, Branch Records Management, Retention, and Disposition for the retention requirements of branch and EC meeting materials.
4. Using the Secretary's calendar, schedule both the branch and EC meetings listed in the annual branch calendar, as well as other meetings required to conduct the business of the branch.
5. Draft agendas for each branch and EC meeting, referring to the last meeting's minutes, the previous year's agenda, and the yearly calendar of date reminders document for agenda items. Group agenda items by priority and group items to speakers.
 - a. Draft branch meeting agendas and minutes are included in the draft EC agendas for review and approval prior to sending them to the membership via MailChimp.
 - b. EC Officers are to hyperlink their report and other meeting materials to the agenda by end of day the Sunday prior to the EC meeting.
 - c. Add the annual conference or workshop to do list as a standing EC agenda item. Collaborate with the EC officers to ensure all details, responsibilities, and finances are recorded accurately. The conference/workshop to do list is to be filed in the Annual Conference/Workshop folder.
6. For virtual branch meetings:
 - a. Using the Secretary's calendar, a Google Meet invite is created. The meeting login information is forwarded to the Registration Coordinator for input into the respective meeting's Eventbrite campaign. The Social Media Coordinator inputs the meeting instructions and documents within the agenda package for that meeting into the MailChimp campaign.
 - b. On the day of the branch meeting, the Secretary shares their screen to display the agenda and meeting materials.
7. Maintain minutes of all branch and EC meetings, as well as the list of motions carried.
8. Perform other related duties deemed necessary by the EC.



Treasurer

1. Manage the funds of the branch. Open/maintain bank accounts and ensure two to three signing authorities are updated on the bank records as required. Signing authorities consist of the President, Treasurer, any other EC Officer appointed a signing authority at the discretion of the EC.
2. Ensure bank deposits and all payables are processed in a timely manner.
3. Record and keep on file all transactions regarding income and disbursements. Issue receipts as required.
4. In the first week of each month, update documentation regarding the financial status of the branch as at the prior month's end. Add all the information appropriately to Google Drive for reporting at the next EC meeting.
5. Should a branch member request the financial records of the Branch, arrange a virtual meeting to enable them to view the 'income and disbursements' document, which outlines the transactions in the current term and the bank balance as of the last day of the previous month.
6. In January, have the EC determine a recommendation for branch meeting/event fees. Increases are to be approved by the membership by way of adopting the proposed budget for the next term during the annual general meeting of the branch in April.
7. In January, prepare a proposed draft annual budget for the following term. During the January and February EC meetings, review/finalize the draft. In March, present this proposed annual budget, recommended by the EC, to the branch membership for adoption. Place the document in the Secretary's "Agenda Packages" for inclusion with the agenda when distributed.
8. In early April, submit the branch's financial records as at March 31 to an independent financial reviewer (previously endorsed by the EC) for approval. Present the financial statements to the EC for information prior to the branch President forwarding them to the National Director - President by the end of April. Ensure the reviewed financial statements are presented to the membership at the annual general meeting in April.
9. Maintain and keep on file the annual conference or professional development workshop income/disbursement document. Report financial results for the conference/workshop during the May (and any subsequent if necessary) EC meeting.
10. In August/September, comply with the request from Alberta Registries for completion of a Society Annual Return, which includes a list of the current EC and a copy of the most recent financial statement approved by the financial reviewer.



Membership Coordinator

Membership Coordination

1. Respond to inquiries from prospective members and encourage them to join by highlighting the many membership benefits. Track this activity for the monthly EC report.
2. Electronically file new and renewing applications for membership in the shared Google drive. Maintain up to date electronic records in accordance with branch policy guideline PG-1, Branch Records Management, Retention, and Disposition.
3. Send an annual PDF certificate, signed electronically by the President, via email to each new or renewing member which clearly outlines the dates of their annual membership.
4. Welcome new and renewing members via email/phone. Request a short bio and pic if they would like to be introduced at a branch event and/or on social media. The welcome email is copied to the Social Media Coordinator so new members can be shared on social media and added to the members distribution list in MailChimp. The email may include:
 - a. the link to the AAP website, including the bylaws;
 - b. information specific to the Edmonton Branch; and
 - c. how to access the members only section of the website.

NOTE: A new member's unique username and password will be forwarded to them under a separate email from the National Director - Treasurer.

5. At each branch meeting/event, introduce any new members and, if provided, read their biography.
6. Regularly review the current membership master list provided by the National Director - Treasurer in order to create the monthly EC report.
7. Monthly, contact those who have not yet renewed their annual membership for that month, and encourage them to do so.

Membership Renewal Process

8. Membership renewals are processed electronically. The renewal notices are issued by the National Director - Treasurer to branch members monthly, and they clearly outline the renewal process, including their renewal deadline, to avoid incurring late fees.
9. Reminders:
 - a. Ensure that a renewal form has been issued to all members currently on a leave of absence.



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- b. Following the issuance of renewal forms by the National Director - Treasurer, send reminders to branch members before late fees are incurred.

CCAP Liaison

1. Act as a liaison between the CCAP and CCAP_A program and Edmonton branch members.
2. Arrange, in consultation with the EC, details of an annual branch CCAP/CCAP_A recognition event.
3. Once notification from the National Director - Registrar is received regarding Edmonton member graduates of the CCAP/CCAP_A program, send a congratulation email on behalf of the Edmonton EC and request a short bio and pic of the graduate, which is to be shared on social media channels and the Edmonton branch page on the website.
4. Liaise with the National Director - Registrar as required regarding potential or current students enrolled in the CCAP/CCAP_A program.



Program Coordinator

1. Present the proposed annual program calendar, indicating each branch meeting date/location, for input and approval during the June EC meeting. EC officers confirm the proposed program during the August EC meeting. Attempt to provide well-rounded program topics that will interest the majority of members and will add value to their work. EC officers are encouraged to suggest or assist in securing guest speakers.
2. Once approved by the EC in August, provide the branch program to the Social Media Coordinator (for distribution to members via MailChimp and for posting to the Edmonton Branch page of the website).
3. Provide specific monthly program information to the President, Secretary, Registration Coordinator, and Social Media Coordinator.
4. At each branch meeting ensure that:
 - a. all audio/visual requirements for the speaker are in place;
 - b. the room is arranged as requested; and
 - c. a small token of appreciation is given for the guest speaker (if available).
5. Maintain inventory of all promotional items that are to be sold or presented as appreciation gifts.
6. Develop and foster a warm friendly atmosphere at branch meetings.
7. Greet the guest speaker and introduce the same to the President. If unable to complete this duty, ensure another EC officer is available to do so.
8. Coordinate the introduction of the guest speaker prior to his/her presentation, using a biography provided by the speaker. Following the presentation, coordinate a 'thank you' to the speaker, with the presentation of a token of appreciation.



Registration Coordinator

Branch Meetings

1. Assume ownership of the online event platform account, currently Eventbrite. Grant access to the Eventbrite account to other EC officers, as required.
2. Set up the entire program for the term through Eventbrite. Each month, update the event information and arrange to publish.
3. Process refunds for registrants cancelling prior to the Eventbrite deadline, per the refund policy determined by the EC.
4. Monitor branch meeting registrations through Eventbrite and provide the registration list to the EC prior to each event.
5. Coordinate the venue for the branch meeting/event, if applicable.
6. Print name tags for attendees for in-person meetings.
7. Coordinate catering for the branch meeting/event, if applicable.
8. Coordinate the reception desk with AAP branded materials at each branch meeting/event. If unable to be present, ensure a replacement is present with name tags.
9. Announce numbers for quorum during the business meeting portion of an event.
10. Following each branch meeting, provide the attendance list to the Secretary to ensure the accurate recording of meeting attendees.

Annual Conference or Professional Development Workshop

1. Set up conference/workshop and sponsorship campaigns in Eventbrite and monitor registrations.
2. Process refunds for registrants cancelling prior to the Eventbrite deadline, per the refund policy determined by the EC.
3. Provide conference/workshop attendance numbers to the caterer, per their required timeline.
4. Forward any received cheques to the Treasurer for deposit.
5. Prepare name tags for participants.
6. Provide raffle tickets for the door prize draws being conducted during the conference/workshop.

7. Coordinate the registration desk at the conference/workshop. If unable to attend, recruit another EC officer to take over this duty and ensure all required materials are provided.
8. After the workshop, finalize the attendance list and forward a copy to the EC.
9. Save the annual conference/workshop planning information to the Annual Conference/Workshop folder Google Drive for reference and consistency of records.



Social Media Coordinator

MailChimp Management

1. Create member event Mailchimp campaigns on a monthly basis and ensure the branch meeting agenda and supporting documents are attached to that campaign.
2. Branch meeting documents should be PDF'd and uploaded to the agenda package folder by the contributing EC officer.
3. Ensure the dates of campaigns are confirmed at the EC meetings. Two campaigns are created for the members: the first-run and a reminder.
4. The members' campaigns include the members' only promo code, and the non-members' campaign has no promo code.
5. Maintain the MailChimp audience lists. Review the MailChimp audience lists against the member master list on a quarterly basis to ensure accuracy.
6. Add the prior year's conference/workshop attendees to the conference/workshop distribution list in MailChimp.

Social Media

1. Create exposures of branch programs, events, and activities in our Facebook, Instagram, and LinkedIn pages.
2. Post our branch's monthly meeting invitations and conferences/professional development workshops on our social media pages.
3. Take photographs at events and meetings and post on social media.
4. Ensure the Instagram account is following only current community and national partners.
5. Ensure members on Facebook and LinkedIn are posting only administrative-related content (webinars, training sessions, conferences, admin advice questions, etc.).
6. Post administrative-related links and write-ups in our social media pages that were made public by authors and editors from various links.



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Publicity and Marketing

1. Promote AAP Edmonton and AAP National events, webinars, and conferences on all platforms.
2. Cross-promote community partner events, deals and specials, and announcements on all platforms.

Website

1. Assume the role of website liaison for the branch.
2. Update the branch page of the website with meetings, speakers, events, and more.
3. Add events to the website's event calendar.
4. Update the documents in the members' only area for the Edmonton Branch.
5. Update contact information for the branch.