



Since 1973

## Alberta Genealogical Society

#162, 14315 – 118 Ave, NW

Edmonton, Alberta T5L 4S6

Telephone: (780) 423-8902

Fax: (780) 423-8980

Email: [agsoffice@abgenealogy.ca](mailto:agsoffice@abgenealogy.ca)

Website: <https://www.abgenealogy.ca>

### NOMINATIONS FOR AGS OFFICERS (2019)

As prescribed by our bylaws, the AGS Board of Directors and the Nominating Committee invite members to nominate themselves and/or other members for the following elected positions:

**Second Vice President** - 2019-2021 (two year term)

**Secretary of the Society  
& Recording Secretary** - 2019-2021 (two year term)

These Officers have important roles on the Board of Directors, the body charged with the governance, direction and policy for the Society. Outlines of the duties of these positions are given overleaf.

For more information please contact your branch president or the AGS Nominating Committee by phone at (780) 424-4429 (AGS Office) or by email: [agsoffice@abgenealogy.ca](mailto:agsoffice@abgenealogy.ca)

Candidates for office will be asked to provide a biographical outline and acceptance of nomination by signature. An election shall be conducted prior to the Annual General Meeting for positions attracting more than one candidate.

Nominations shall close 31 January 2019. Please forward all nominations by then to:

The AGS Nominating Committee  
c/o The Alberta Genealogical Society  
#162, 14315 – 118 Avenue  
Edmonton, Alberta, T5L 4S6

## **Outline and Election of Positions**

### **Election (bylaw 6.1.5)**

- Election for the office of Second Vice President shall be held in years ending in an odd number.
- Election for the office of Secretary of the Society shall held in years ending in an odd number.
- The officers of the Board shall be elected by the membership of the Society.
- The officers of the Board shall be elected by mail-in ballot.
- Elections of the Society shall be conducted as outlined in the Policies and Procedures of the Society.

### **Duties of the Second Vice President**

- Chair the Executive Committee Meetings in the absence of the First Vice President (bylaw 6.3.3).
- Chair the Board of Directors Meetings in the absence of the First Vice President.
- Perform the functions of the President when the President and the First Vice President are both unavailable (bylaw 6.3.3).
- Serve on the Nominating Committee in even numbered years (bylaw 6.3.3)
- Attend meetings of the Executive Committee, the Board of Directors, and general meetings.
- Assume any duties assigned by the President, Executive Committee or the Board of Directors.
- Liaise with selected appointees and committee chairs as per the Organizational Chart on a regular basis and in particular prior to each Board meeting.
- Report the activities of selected appointees and committees to the Board.
- Be familiar with the contents of the AGS Operations Manual.
- Provide the AGS Operations Manual, Robert's Rules of Order and other relevant material to his/her successor.
- Provide a written report for the Annual Report of the Society.

### **Duties of the Secretary of the Society**

- Maintain an adequate and accurate record of the proceedings of all meetings of the Society and Board (bylaw 6.3.5)
- Have custody of the records of the Society which shall reside in the registered office of the Society (bylaw 6.3.5)
- Have charge of the Seal of the Society, which seal, whenever used, shall be authenticated by the signature of the President and Secretary (bylaw 6.3.5).
- Make the necessary annual reports to government agencies (bylaw 6.3.5).
- Serve on the nominating committee in even numbered years (bylaw 6.3.5).
- Attend meetings of the Executive Committee, the Finance Committee, the Board of Directors, and general meetings.
- Assume any duties assigned by the President, Executive Committee or the Board of Directors.
- Liaise with selected appointees and committee chairs as per the organizational chart on a regular basis and in particular prior to each Board meeting.
- Report the activities of selected appointees and committees to the Board.
- Appoint a recording secretary when unable to take minutes at a meeting.
- Be familiar with the contents of the AGS Operations Manual.
- Provide the AGS Operations Manual, Robert's Rules of Order and other relevant material to his/her successor.



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## ***Sec. 9, C.5–2019 Elected Positions Nomination Form (odd years)***

### **Elected Position Nominated for:**

**2<sup>nd</sup> Vice-president** (2-year term): \_\_\_\_\_

**Secretary** (2-year term): \_\_\_\_\_

**Nominated by:** \_\_\_\_\_

**Date of submission:** \_\_\_\_\_

**Date received:** \_\_\_\_\_

**Accepting nominations up to and including January 31, 2019.**

**Please direct your inquiries and submissions for nominations to:**

AGS Nominations Committee  
c/o Alberta Genealogical Society  
#162, 14315–118 Avenue  
Edmonton, Alberta T5L 4S6

Brooks • Camrose • Drayton Valley • Edmonton • Fort McMurray • Grande Prairie  
Lethbridge • Medicine Hat • Red Deer • Wetaskiwin