



Alberta Genealogical Society

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*Bringing the past, to the
present, for the future.*

Since 1973

IX-C-5 -Nominations for AGS Officers

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 positions:

Secretary of the Society – 2027 - to 2029 (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 for the positions are given overleaf. Committee chairpersons, volunteers and the office coordinator carry out operation and maintenance of the various services provided by the Society.

To nominate a member for any of the above positions, please provide the following information:

Position	Secretary of the Society
Nominee (name)	
Acceptance (signature)	
Nominated by (name)	

Candidates for office will be asked to provide a biographical outline and an election will be conducted by a mail-in ballot prior to the Annual General Meeting for positions attracting more than one candidate.

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Outline of positions

Secretary of the Society

The election for the office of Secretary of the Society is held in years ending with an odd number and is for a two year term.

The Secretary of the Society maintains an adequate and accurate record of the proceedings of all meetings of the Society and Board, has charge of the Seal of the Society and makes the necessary annual reports to government agencies. She/he liaises with selected appointees and committee chairs and reports their activities to the Board of Directors. She/he ensures that the AGS Operations Manual is regularly reviewed and updated and that changes are distributed to all holders of the Manual.

For detailed descriptions of the responsibilities of these positions, please refer to the Alberta Genealogical Society Operations Manual, Section V Number V-30 and V-50.

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