



AHEA

Alberta Human Ecology & Home Economics Association

Seeking Nominations or Volunteers for Provincial Executive

Positions to be filled for the 2018-2020 Executive are:

Secretary:

- Prepares and distributes an agenda prior to each meeting, with input from the Executive and Board.
- Records minutes of executive and board meetings and circulates to executive members for review and corrections, before distribution.
- Within 2 weeks after each meeting:
 - Distributes Board minutes to the Board and Registrar
 - Distributes Executive minutes to the Executive and Registrar.
- Prepares AGM minutes and sends to Minutes Checking Committee within two weeks for review and correction before distribution within four weeks of the AGM. Distributes the finalized minutes to the Executive and the Registrar/Administrator. Minutes will be posted on the website.
- Signs minutes and ensures that the corrected minutes are filed after executive and board approval. One signed copy is set aside to go to the Archivist at the end of the year.
- Records motions in format whereby the motion is stated first (moved/seconded e.g. Smith/Brown) followed by a brief rationale so the decision may be easily verified in the future. For example, Moved/seconded that.....Rationale:

Deadline for submission: Friday Feb 2, 2018 for the Feb Board Meeting

Submissions should be sent to Kathleen Johnston, Past President, kj@kathleenjohnston.com

AHEA Nominations and Appointments

We, the undersigned

Wish to nominate _____

To the position of _____

And she/he has agreed to let her/his name stand and understands the commitment as an active member of the executive to attend meetings.

OR IF YOU WISH TO VOLUNTEER – Complete the sections below:

Nominee Information

Name _____

Address _____

Phone _____ (wk)

_____ (home)

Email _____

Preferred Contact Info:

If you prefer to be reached at a different location than provided above, write the contact info in the space beside the relevant information.

Membership Status: ___ PHEc ___ Candidate ___ Associate ___ Related

Number of years of membership? _____

Are there any other positions you'd be willing to accept? ___ Yes ___ No

If Yes, please list _____

AHEA History Have you ever been involved in:

___ a committee ___ Board ___ Executive ___ Branch Leadership Team

AHEA is looking for leaders and interested members who support the mission and goals of the Association and will support its growth and development on behalf of the members. What leadership, collaborative skills or other experience or special interests do you bring to this effort?