

FIRST NATIONS, METIS AND INUIT EDUCATION COUNCIL (FNMIEC) DUTIES OF OFFICERS

Executive Committee

The executive committee is comprised of the President, Past President, President-Elect, Treasurer, Secretary, Staff Advisor (appointed by the Alberta Teachers' Association), Provincial Executive Council liaison, Communication Director, Conference Director and the Regional Representatives.

The Past President shall:

- Maintain continuity of the organization.
- Organize nominations and election of officials.
- Assume other duties and responsibilities as assigned by the executive committee.
- Review and recommend revisions to the handbook.

The President shall:

- Convene and preside at all meetings of the executive committee.
- Facilitate the development of yearly plans, and subsequent reviews and adjustments.
- Ensure that all decisions of the executive committee are carried out.
- Prepare and submit an annual report to the annual general meeting.
- Ensure FNMIEC annual report to the ATA is submitted by August 31.
- Designate, in his or her absence, the vice president or some other member of the executive committee to assume his or her responsibilities.
- Become the past president following his or her year(s) as president.

The President-Elect shall:

- Convene and preside at meetings of the executive committees in the absence of the president.
- Assist the president with any duties as needed.
- Assist with liaison work with regional councils and other stakeholder representatives.
- Assume the office of president the following year.

The Secretary shall:

- Record, keep and arrange for the distribution of the minutes of executive committee and annual general meetings.
- Assume responsibility for the membership list.

- Assume responsibility for the archives of the FNMIEC.
- Look after the correspondence as required by the executive committee.
- Assume other duties and responsibilities as assigned by the executive committee.

The Treasurer shall:

- Ensure that accurate accounts, receipts, and disbursements of the FNMIEC finances are maintained.
- Prepare, in consultation with the executive committee, a proposed annual budget for presentation at the annual general meeting.
- Prepare and submit an audited financial report to the Alberta Teachers' Association by August 31.
- Meet with current conference treasurer and the incoming conference treasurer during the annual conference.
- Assume other duties and responsibilities as assigned by the executive committee.

The Communications Director shall:

- Promote and distribute First Nations, Métis and Inuit education council information.
- Edit and oversee the production and distribution of FNMIEC publications.
- Maintain the website and liaise the Alberta Teachers' Association Browser Technology Team Leader.

The Conference Director shall:

- Work with the executive committee to establish, oversee and make arrangements for the conference in the upcoming year, (ie facility bookings, keynote speaker, etc).
- Assume other duties and responsibilities as assigned by the executive committee.
- Report activities including a financial statement to each executive officers meeting.
- Have the facility contract, speaker contract, and final list of speakers approved by the ATA staff advisor.
- Prepare and submit a report to the annual general meeting.

The Regional Representatives (North, Central and South) shall:

- Participate on subcommittees to work on special projects as decided upon by the executive committee.
- Promote FNMIEC membership within their region.
- Liaise with the professional development providers in the region (locals, consortium, etc) and report on the FNMIEC's activities to their region.
- Prepare and submit a report to the annual general meeting.