



ANGLO-INDIAN ASSOCIATION OF CANADA

The next Annual General Meeting of the Anglo-Indian Association of Canada will be held on Sunday, March 25th 2012. This package contains the first installment of material relating to the AGM. This booklet has the Notice of the Meeting and the Nomination Form for the 4 positions on the Board that will be up for renewal.

The Nomination process incorporates certain procedures that must be considered.

- 1) The Position Descriptions that follow outline the requirements for each position. Each nominee must be qualified for the position for which he or she is nominated. They must also possess the qualifications outlined elsewhere, and will be required to adhere to them.
- 2) Election Officers will not be eligible for nomination.

I would also like to remind our members that if there is one nominee for the position, that position will not be considered “filled” by acclamation. A vote will be taken. If the nominee does not receive the required number of votes, the Board of Directors may appoint a candidate for the vacant position.

The membership fee for 2012 is still \$20 per person. Remember, you must send in your *completed and signed application form and cheque or money order prior to Feb 28th, 2012* in order to qualify to vote.

Members who have attained the age of 80 are not required to pay the membership fee as long as they have been members for 5 years. However, they are required to complete and send in their membership renewal forms annually.

I look forward to seeing you at the Annual General Meeting.

Marguerite St. Romain

President



ANGLO-INDIAN ASSOCIATION OF CANADA

NOMINATION FOR ELECTION TO THE BOARD OF DIRECTORS

ANNUAL GENERAL MEETING MARCH 25TH, 2012

In accordance with the Constitution, the following positions on the Board of Directors are to be filled by election at this meeting:

PRESIDENT	2012/2014
TREASURER	2012/2014
DIRECTOR OF SOCIAL ACTIVITIES	2012/2014
DIRECTOR OF SPECIAL EVENTS	2012/2014

To be eligible for nomination, the nominee must be in good standing as a member as at the close of our fiscal year (December 31st, 2011) and should submit the completed form to **Ashley Anthony, Elections Officer, 34 Argyle Crescent, Brampton, L6T 1N1 ON OR BEFORE JANUARY 28/2012**

The date of the postmark will be accepted as proof. Before filling in the Nomination Form, applicants are advised to study the Position Description of the post being applied for so that they may be aware of the duties and responsibilities required of them in the event of their election.

IN ADDITION, THOSE APPLYING SHOULD BE PREPARED TO MAKE A COMMITMENT TO PERFORM THE DUTIES AS DESCRIBED, AS THESE DUTIES ARE ESSENTIAL TO THE SMOOTH RUNNING OF THE ASSOCIATION. THOSE HOLDING OFFICE SHOULD NOT SEE THESE RESPONSIBILITIES AS SOMETHING THEY UNDERTAKE IF AND WHEN THEY HAVE THE TIME. A COMMITMENT MEANS THAT NOTWITHSTANDING OTHER BUSINESS OR PERSONAL ISSUES THE JOB HAS TO GET DONE. Admittance to the Meeting is restricted to members of A-IAC 18 years of age and over, who are in good standing in their own right, as at February 28th, 2012.

SECTION 1. QUALIFICATIONS FOR DIRECTORS

The Board of Directors is responsible for the stewardship of the A-IAC and to ensure that the organization complies with all legal and regulatory requirements. To discharge this obligation, each director on the Board should assume responsibility in the following areas:

- a) Ensure ethical behaviour and compliance with laws and regulations, audit and accounting principles, and the A-IAC's own governing documents (Constitution & By-Laws).
- b) Assess its own effectiveness in fulfilling the aforementioned and other Board responsibilities, including monitoring the effectiveness of individual directors.

To execute these responsibilities, directors must possess the following:

- a) Integrity and Accountability – directors must demonstrate high ethical standards and integrity in their personal and professional dealings, and be willing to act, and remain accountable for their boardroom decisions.
- b) Informed Judgment – the ability to provide wise, thoughtful counsel on a broad range of issues, achieved through a developed depth of knowledge of the Organization, in order to understand and question the assumptions upon which the strategic and business plans are based, and to form an independent judgment as to the probability that such plans can be achieved.
- c) Mature Confidence:
 - Teamwork - Directors who value team performance over individual performance.
 - Communications – Openness to others' opinions and the willingness to listen.
- d) Track Record & Experience – Experience in achieving goals that reflect a high standard for themselves and others.
- e) There are certain general duties and responsibilities that all Board members should adhere to, no matter their particular position on the Board:
 - (i) Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them.
 - (ii) Attend meetings regularly.
 - (iii) Contribute skills and knowledge by participating actively in meetings and committee work.
 - (iv) Avoid potential conflicts of interest.
 - (v) Understand and maintain confidentiality.

PRESIDENT

Qualifications:

- a) Proven leadership skills in industry or non-profit organization.
- b) People management skills.
- c) Experience in strategic planning, goal setting and implementation of plans.

Responsibilities:

- a) The President is the Chief Executive and Administrative Officer of the Association.
- b) The President shall in general supervise and control all of the business and affairs of the Association subject to overall decisions made by the Board of Directors.

- c) The President shall convene, preside and Chair all meetings of the Members and the Board of Directors.
- d) The President will sign with the Treasurer or other designated officer all cheques, contracts, deeds, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these by-laws to some other officer or agent of the Association, or shall be required by law to be otherwise signed or executed.
- e) The President shall develop the strategic direction and goals for the Association in conjunction with the Board of Directors.
- f) The President shall play a major role in promoting and building the profile of the A-I Community within the various communities and government circles in Canada.
- g) The President shall get involved in the International A-I Federation.
- h) The President shall maintain fiscal, regulatory and legal responsibilities of the Association.

TREASURER

Qualifications:

- a) Practical knowledge and experience in maintaining books of account.
- b) Ability to prepare expense budgets and monitor performance against budget.
- c) Experience in Financial Management either in industry or a non-profit organization.

Responsibilities:

- a) The Treasurer shall have charge and custody for all of the funds and securities of the Association and have charge and be responsible for the maintenance of adequate books of account for the Association; receive and give receipts for monies due paid by cash only. A cancelled cheque is an acceptable receipt. Deposit of all such monies in the name of the Association in such banks, trust companies or other depositories as the Board of Directors may select.
- b) The Treasurer shall attend all meetings of the Association and the Board of Directors.
- c) The Treasurer shall maintain all books and records of the Association, to prepare interim and annual financial statements to be presented to the meetings of the Board of Directors and at the Annual General Meeting.
- d) The Treasurer shall preserve the financial records and valuable papers and documents of the Association and transfer them to his or her successor;
- e) The Treasurer shall serve as co-signer with the President of cheques drawn on the Association's bank accounts.
- f) The Treasurer shall in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or by the Board of Directors.

DIRECTOR OF SOCIAL ACTIVITIES

Qualifications:

- a) Experience in event organization and management.
- b) Track record in working in a team environment and making decisions in a consultative and inclusive manner.
- c) Knowledge of social events most likely to appeal to the A-IAC membership.
- d) Creative approach to event selection and management.

Responsibilities:

- a) The Director of Social Activities shall be responsible for all Social Events.
- b) The Director of Social Activities shall select a Social Committee from members in good standing to assist with the Social Events. The number and make up of the Social Committee will be left to the discretion of the Director of Social Activities, subject to approval by the Board of Directors/Officers.
- c) The Director of Social Activities shall select a Wellness Committee from members in good standing to assist with events relating to Senior Wellness (Wills, Powers of Attorney, health issues, aging, and fitness). The number and make up of the Wellness Committee will be left to the discretion of the Director of Social Activities, subject to approval by the Board of Directors/Officers.

DIRECTOR OF SPECIAL EVENTS

Qualifications:

- a) Experience in event planning and management.
- b) Knowledge of special events that will appeal to A-IAC membership.
- c) Excellent organizational skills.

Responsibilities:

- a) The Director of Special Events shall be responsible for all Special Events.
- b) The Director of Special Events shall select a Special Events Committee from members in good standing to assist with the Special Events. The number and make up of the Special Events Committee will be left to the discretion of the Director of Special Events, subject to approval by the Board of Directors/Officers.
- c) The Director of Special Events shall be aware in advance of the events locally and in the GTA.
- d) The Director of Special Events shall be fiscally responsible for all Special Events
- e) The Director of Special Events shall be responsible for distribution of all Special Events announcements to all the members via the Newsletter, Website and the A-IAC Telephone Committee.
- f) The Director of Special Events shall provide a mix of activities in order to generate and maintain the interest of members.

- g) The Director of Special Events shall in general perform all duties incident to the office of the Director of Special Events and such other duties as from time to time as designated by the President.