

PIA Position Descriptions

Vice President

- Acts in the absence of the President.
- Ensures that PIPA and CASL legislation are being followed.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the President.
- Prepares to serve a future term as President.
- Chairs at least one major committee.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Supports special events of the Association, such as fundraisers.
- Orients the new Vice-President.

Secretary

- Maintains records, files and details that are important for the operation of the Association.
- Maintains official records of the Association (kept for 6 years).
- Keeps copies of the Association's Bylaws and the Board's Policies.
- Keeps lists of Officers, Board Members, committees, and General Membership (Register of Members).
- Notifies Board Members of meetings.
- Confirms a quorum at Board meetings.
- Keeps accurate attendance records and minutes of meetings.
- Records all motions and decisions of meetings.
- Records all corrections to minutes.
- Keeps copies of minutes of both Board and committee meetings.
- Distributes copies of minutes to Board Members promptly after meetings.
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.
- Signs official documents of the Association as required.
- Files the Annual Return, amendments to the Bylaws and other required documents with the Corporate Registry.
- Makes sure members are notified of General Meetings.
- In the absence of the President and Vice-President, chairs Board meetings until the election of an alternate Chair by the Board members present.
- Supports special events of the Association, such as fundraisers.
- Orients the new Secretary.

Director at Large x3

- Prepares for, attends and actively participates in scheduled Board Meetings.
- Prepares for, attends and actively participates in meetings of assigned committees.
- Prepares for, attends and actively participates in Membership Meetings.
- Prepares for, attends and actively supports special events of the Association, such as fundraisers.
- Orients the new Directors.

Grant Chair

- They are in charge of obtaining grants for the school