



## Notice of the Annual General Meeting May 16, 2018

To All Members:

It is time to wind up the 2017-2018 term with for our Annual General Meeting. At this meeting we will be presented with

- Reports from the Executive Board and Standing Committee Chairpersons summarizing the 2016-2017 term.
- Changes to the Bylaws, vote to follow.
- Elections for the new term.

We are accepting nominations for the following positions. We are eagerly looking for any person(s) interested in letting their name stand on the E.I.A. Executive Board for the 2018-2019 term. The nomination form is attached.

President	Secretary
Vice President	Treasurer
CAIW Director - occupied	

Please review and complete the attached nomination form. Please feel free to nominate yourself if you are interested in holding a position. Please provide your name next to the position you are interested in. See descriptions below.

The successful nominees are only required to attend one executive meeting a month and help with one of the various events over the term as outlined in the duties (see attached).

Please return all nomination forms by May 3, 2018 so we may post the slate of nominees for office. (You may contact me via email or telephone if preferred. Thank you)

Yours in Fellowship,  
Tracy Fata, BSc, FCIP, CRM  
Nominations Committee Chair  
[tfata@portagemutual.com](mailto:tfata@portagemutual.com)

EDMONTON INSURANCE ASSOCIATION NOMINATION FORM

ALL POSITIONS ARE OPEN FOR NOMINATION

EXECUTIVE POSITION NOMINATION FORM

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Position Sought: \_\_\_\_\_

I declare that I am a member in good standing of the Edmonton Insurance Association, and that I consent to stand for the position described above.

Signature of Nominee: \_\_\_\_\_

Nominated by: \_\_\_\_\_

STANDING COMMITTEES

Membership

Ways & Means/Social

Newsletter

Awards

Social Media

(Descriptions for all positions are attached)

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Standing Committee of Choice: \_\_\_\_\_

Please return nomination forms to  
Tracy Fata [tfata@portagemutual.com](mailto:tfata@portagemutual.com)  
c/o Portage Mutual Insurance  
310, 12220 Stony Plain Road, Edm, AB, T5N 3Y4  
Fax: 780-429-0630

## **DUTIES OF THE EXECUTIVE:**

### **PRESIDENT**

- Arrange, run & attend all executive meetings
- Represent EIA at annual CAIW convention
- Prepare and give reports for CAIW mid-term and convention
- Prepare and provide reports/letter to include with newsletter
- Attend and speak at EIA events
- Be accessible for CAIW executive & directors, EIA executive & members
- Assist with all EIA events

### **VICE PRESIDENT (1<sup>st</sup> & 2<sup>nd</sup>)**

- Assist the President with their duties
- Attend all executive meetings
- Plan 2 Education seminars during the term
- Assist with all events
- Constitution and Bylaws Chair person

### **SECRETARY**

- Attend all executive meetings
- Take minutes, type up and provide copies to all executive members within 7 business days of meeting
- Advise President if certain items/issues need following up at following meeting
- Assist with EIA events

### **TREASURER**

- Attend all executive meetings
- Complete Bank Reconciliation; Review/present Statements
- Has signing authority for cheque book
- Issue cheques; Deposit cheques
- Assist with EIA events

### **DIRECTOR**

- Liaison between EIA and CAIW
- Responsible for 1 CAIW portfolio (Cowan Award, Essay Contest, etc.)
- Responsible for creating & presenting mid-term report at CAIW mid-term meeting. This report is based on the status of your portfolio. The mid-term meeting annually held in January in Toronto.
- Depending on portfolio, may be responsible to present at the annual CAIW convention during the President's Ball.

### **IMMEDIATE PAST PRESIDENT**

- Chair the Nominating Committee
- Perform such other duties as may from time to time be determined by the Board

## **DUTIES OF THE STANDING COMMITTEES:**

### **MEMBERSHIP**

- Update membership forms with current term information.
- Send forms to previous members.
- Create approach to generate new members (letter, fax, etc.).
- Work closely with Vice President.
- Assist with EIA events.

### **WAYS & MEANS/SOCIAL**

- Plan/arrange 1 event for the term.
- Responsible for EIA banner, name tags, draw box, etc.
- Responsible for 'meet & greet' members & guests at events.
- Responsible for collecting door prizes, distributing and thanking donors after event.

### **NEWSLETTER**

- Create quarterly newsletters.
- Send to members and CAIW directors.

### **AWARDS**

- Organize and gather information for entries into National Awards.
- Complete and submit our application forms for awards.
- Assist Social Committee in organizing prizes for special events.

### **WEBSITE/SOCIAL MEDIA**

- Update/manage the EIA website
- Manage LinkedIn and facebook page