

AGENDA

Review 2022 Minutes

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COMMITTEE REPORTS

Treasurer/Budget
Director's
President's

...

ELECTION

Executive for 2023-2024 Term
Appointment of Committee Members

See below for nomination form and other information

Edmonton
Insurance
Association

NOTICE OF ANNUAL AGM

MAY 4, 2023 • 5:30pm •

Brewsters Unity Square

11620 104 Ave

RSVP Lindsey Schroeder

lschroeder@portagemutual.com

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 2023-2024 term. The nomination

EXECUTIVE POSITION NOMINATION FORM

form is attached.

President
Vice President
CAIW Director

Secretary
Treasurer

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 1, 2023 so we may post the slate of nominees for office. Send to Lindsey Schroder at lschroeder@portagemutual.com

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
Newsletter**

**Ways & Means/Social
Awards**

Social Media
(Descriptions for all positions are attached)

Your Name: _____

Phone Number: _____

Standing Committee of Choice: _____

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 (1st & 2nd)

- 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 donators 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