

AGENDA

Review 2024 Minutes

...

Bylaws Vote

...

COMMITTEE REPORTS

Treasurer/Budget
Director's
President's

...

ELECTION

Executive for 2025-2026 Term
Appointment of Committee Members

See below for nomination form and other information

Edmonton
Insurance
Association

NOTICE OF ANNUAL AGM

MAY 28, 2025 • 5:30pm •
Homefire Grill
Cost \$60

RSVP Lindsey Schroeder
lschroeder@lloydsadd.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 2025-2026 term. The nomination 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 21, 2025 so we may post the slate of nominees for office. Send to Lindsey Schroder at lschroeder@lloydsadd.com.

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
Awards
Education

Ways & Means/Social
Social Media

(Descriptions for all positions are attached)

Your Name:

Phone Number:

Standing Committee of Choice:

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

- 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
- Responsible for creating & presenting mid-term report at CAIW mid-term meeting. This report is based on the status of your portfolio.
- 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 an approach to generate new members (letter, fax, etc.).
- Work closely with the 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 the event.

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

EDUCATION

- Organize education sessions for members and non-members on a variety of topics
- Coordinate with Social Media committee to raise awareness for education sessions