

JOB DESCRIPTION - PRESIDENT

As described in the AMM bylaws (Sept. 20, 2002)

OFFICERS

- a) The members shall, as often as may be required to, elect a President, Vice-President, Secretary and Treasurer. The Past President shall be a member for two years immediately following his or her term as President and be confirmed at the AGM.
- b) Eligibility to serve as an officer of the Association, except where otherwise specified hereunder, shall be vested in representatives in good standing from the following classification of membership: Institutional, Individual, Family, Student and Honorary.
- c) Officers may recommend, from time to time, the awarding of honorary membership to certain individuals.

DUTIES OF CERTAIN OFFICERS MAY BE DELEGATED

In case of the absence of any officer of the Association, or for any reason that the Council may deem sufficient, the Council may, by resolution, delegate all or any of the powers of such officer to any other officer or to any councillor for the time being.

PRESIDENT

The President shall be the chief executive officer of the Association. The President shall preside, when present, at all meetings of the members and of the Council of the Association. The President shall be charged with the general management and supervision of the affairs and operations of the Association. The President shall sign all contracts, documents or instruments requiring the signature of that office and shall possess and may exercise such powers and shall perform such other duties as may from time to time be assigned to that office by the Council and as are incidental to the office. The President shall present to the annual general meeting of the Association a report on the activities of the Association.

JOB DESCRIPTION – VICE-PRESIDENT

As described in the AMM bylaws (Sept. 20, 2002)

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- b) Eligibility to serve as an officer of the Association, except where otherwise specified hereunder, shall be vested in representatives in good standing from the following classification of membership: Institutional, Individual, Family, Student and Honorary.
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VICE PRESIDENT(S)

The Vice President shall be vested with all of the powers and shall perform all the duties of the President in the absence, disability or refusal to act of the President and, when so acting, shall be subject to all the responsibility hereby given or imposed and shall have such other powers and duties (if any) as may be assigned to the Vice President.

JOB DESCRIPTION - SECRETARY

As described in the AMM bylaws (Sept. 20, 2002)

OFFICERS

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- b) Eligibility to serve as an officer of the Association, except where otherwise specified hereunder, shall be vested in representatives in good standing from the following classification of membership: Institutional, Individual, Family, Student and Honorary.
- c) Officers may recommend, from time to time, the awarding of honorary membership to certain individuals.

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SECRETARY

The secretary shall possess and may exercise such powers and perform such duties as the Council may from time to time require of the Secretary. The Secretary, or the Secretary's nominee, shall attend all meetings of the members of the Association and of the Council and shall record upon the books and records of the Association the proceedings of the members and of the Council at their respective meeting. The Secretary or the Secretary's nominee shall be the custodian of all records. The Secretary or the Secretary's nominee shall direct the Executive Director to notify.

JOB DESCRIPTION - TREASURER

As described in the AMM bylaws (Sept. 20, 2002)

OFFICERS

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- b) Eligibility to serve as an officer of the Association, except where otherwise specified hereunder, shall be vested in representatives in good standing from the following classification of membership: Institutional, Individual, Family, Student and Honorary.
- c) Officers may recommend, from time to time, the awarding of honorary membership to certain individuals.

DUTIES OF CERTAIN OFFICERS MAY BE DELEGATED

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TREASURER

The Treasurer shall possess and may exercise such powers and perform such duties as Council may from time to time require of the Treasurer. The Treasurer shall also be the financial officer of the Association and shall direct the Executive Director to receive and deposit in a bank or banks to be approved by the Council all the monies of the Association, and shall keep an accurate account thereof.

JOB DESCRIPTION – PAST PRESIDENT

As described in the AMM bylaws (Sept. 20, 2002)

OFFICERS

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- b) Eligibility to serve as an officer of the Association, except where otherwise specified hereunder, shall be vested in representatives in good standing from the following classification of membership: Institutional, Individual, Family, Student and Honorary.
- c) Officers may recommend, from time to time, the awarding of honorary membership to certain individuals.

DUTIES OF CERTAIN OFFICERS MAY BE DELEGATED

In case of the absence of any officer of the Association, or for any reason that the Council may deem sufficient, the Council may, by resolution, delegate all or any of the powers of such officer to any other officer or to any councillor for the time being.

PAST PRESIDENT

The Past President is head of the nominating committee. The committee is responsible for the preparation of a slate of officers and councillors, as required, for presentation to the annual general meeting.

JOB DESCRIPTION - COUNCILLORS

As described in the AMM bylaws (Sept. 20, 2002)

COUNCILLORS

- a) A Councilor shall be a member of the Council of the Association and shall possess and may exercise such powers and perform such duties as Council may from time to time require of a councilor. There shall be one councilor from each region as described in Appendix "A" hereto.
- b) The boundaries and/or number of regions set out in Appendix "A" may be changed from time to time by recommendation of Council to the annual general meeting.

Eligibility to serve as councilor of the Association, except where otherwise specified hereunder, shall be vested in representatives in good standing from the following classification of membership: Institutional, Individual, Family, Student and Honorary.