

Office of President

- 1. Office Title: President**
- 2. Term of Office: 2 years**
- 3. Responsibilities**
 - 3.1** Member of ACN Executive Committee, votes only to break a tie.
 - 3.2** Participates in coordinating and assessing the activities of all ACN standing and special committees.
 - 3.3** Participates in adjudicating grant applications from ACN institutional members.
 - 3.4** Participates in allocating and administering ACN funds.
 - 3.5** Supervises ACN employees, or assists in supervising as requested.
 - 3.6** Provides input and initiative into ACN activities, policies, procedures and future directions.
- 4. Specific Duties**
 - 4.1** Calls and chairs all Executive and General meetings.
 - 4.2** Represents the ACN externally, as required, at the provincial and national levels, through liaison and/or participation with government agencies, specifically archival, heritage and cultural organizations, funding bodies, CCA, etc.
 - 4.3** Maintains President's files.
 - 4.4** Coordinates production, quality control and delivery of one (1) newsletter annually including: maintaining contact with ACN members and committee chairs to receive their input; researching other archival publications for items of interest to Council membership; and coordinating, editing and writing articles. This included adding the newsletter to the ACN website.
 - 4.5** Research Archival Community and report the findings to the ACN through the newsletter and website.
 - 4.6** Other related responsibilities, as required.

Office of Vice-President

1. Office Title: Vice President

2. Term of Office: 2 years

3. Responsibilities

3.1 Voting member of the ACN Exec. Committee

3.2 Participates in Coordinating and assessing the activities of all ACN standing and special committees.

3.3 Participates as Chair in adjudicating grant applications from ACN institutional members.

3.4 Participates in allocating and administering ACN funds

3.5 Assists in supervising ACN employees, or supervises as requested.

3.6 Provides input and initiative into ACN activities, policies, procedures and future directions.

3.7 Coordinates the promotion of archival issues to the general public (ex. Pres releases).

4. Specific Duties

4.1 Attends all Executive and General meetings.

4.2 Calls and/or chairs meetings in the absence of the ACN President.

4.3 Chairs Grants Committee and maintains files of same.

4.4 Chairs Adjudicating Committee and maintains files of same.

4.5 Manages the ACN website and listserv.

4.6 Other related responsibilities as requested.

Office of Secretary

- 1. Office Title: Secretary**
- 2. Term of Office: 2 years**
- 3. Responsibilities:**
 - 3.1** Voting member of ACN Executive Committee.
 - 3.2** Participates in coordinating and assessing the activities of all ACN standing and special committees.
 - 3.3** Participates as Chair in adjudicating grant applications from ACN institutional members.
 - 3.4** Participates in allocating and administering ACN funds.
 - 3.5** Assists in supervising ACN employees, or supervises as requested.
 - 3.6** Provides input and initiative into ACN activities, policies, procedures and future directions.
- 4. Specific Duties**
 - 4.1** Attends all Executive General Meetings.
 - 4.2** Takes minutes for meetings.
 - 4.3** Creates and distributes minutes to ACN executive and to other as appropriate
 - 4.4** Books meeting room and conference calls for executive meetings.
 - 4.5** Maintains Secretary Files.
 - 4.6** Supervises and maintains Council Membership records including: maintenance of accurate membership lists; mail-out of renewal notices (annually in April); collecting and forwarding membership dues to Treasurer; mail-out of other membership issues at the annual general meeting.
 - 4.7** Other related responsibilities as required.

Office of Treasurer

- 1. Office Title: Treasurer**
- 2. Term of Office: 2 years**
- 3. Responsibilities:**
 - 3.1** Voting member of ACN Executive Committee.
 - 3.2** Participates in coordinating and assessing the activities of all ACN standing and special committees.
 - 3.3** Participates in adjudicating grant applications from ACN institutional members.
 - 3.4** Participates in allocating and administering ACN funds.
 - 3.5** Assists in supervising ACN employees, or supervises as requested.
 - 3.6** Provides input and initiative into ACN activities, policies, procedures and future directions.
- 4. Specific Duties**
 - 4.1** Attends all Executive and General meetings.
 - 4.2** Provides and maintains financial accounts for ACN including: Bookkeeping for accounts receivable and payable, balancing of books, bank deposits; writing and signing of cheques; expense claims/cheques for workshops and committee meetings; monthly and yearly financial reports, including those required for ACN and the Legal Registries.
 - 4.3** Provides and maintains payroll bookkeeping for all ACN employees, including bi-weekly pay checks: deductions (EI, CPP & Income tax); tax receipts, T4 slips; and reporting/remitting cheques for Revenue Canada on a monthly basis.
 - 4.4** Maintain treasurer's files.
 - 4.5** Establish and maintains communication with all standing committee chairs regarding all successful grant applications and year end grant spending reports.
 - 4.6** Applies for a 'bridge' loan from Royal Bank as needed, to cover any funding gaps from end of one fiscal year to beginning of next. Ensures repayment as soon as possible.
 - 4.7** Participates in annual financial review of ACN accounts by an outside accountant.
 - 4.8** Trains incoming Treasurer.
 - 4.9** Other related responsibilities, as requested.

Office of Member-at-large

- 1. Office Title: Member-at-large**
- 2. Term of Office: 2 years**
- 3. Responsibilities**
 - 3.1** Voting member of ACN
 - 3.2** Participates in coordinating and assessing the activities of all ACN standing and special committees.
 - 3.3** Assists in supervising ACN employees, or supervises as requested.
- 4. Specific Duties**
 - 4.1** Attends all General Meetings.
 - 4.2** Reviews ACN policies and procedures, including role descriptions annually.
 - 4.3** Provides input and initiative into ACN activities, policies, procedures and future directions.