

## Executive Directors of the Board

(Signing Officers)

President	Vice President	Treasurer	Secretary
<ul style="list-style-type: none"> <li>• main representative and spokesperson for the SCAA (with media, dignitaries, at events, etc.)</li> <li>• sets Board Meeting agenda</li> <li>• runs the Board and Member Meetings</li> <li>• ensures business gets done</li> </ul>	<ul style="list-style-type: none"> <li>• helps President</li> <li>• stands in for President in his/her absence</li> <li>• should become the next President</li> </ul>	<ul style="list-style-type: none"> <li>• bookkeeping, spreadsheets</li> <li>• taxes</li> <li>• oversees budgets</li> <li>• banking</li> <li>• manages floats, square account</li> <li>• cheque requisitions</li> <li>• prepares reports</li> </ul>	<ul style="list-style-type: none"> <li>• takes minutes at Board Meetings</li> <li>• types and distributes minutes</li> <li>• distributes agenda for the Board Meetings</li> <li>• mails cards to members (thank you, condolences, thinking of you, etc.)</li> </ul>
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<b>Past-President:</b> <a href="#"><i>Brenda Sauder</i></a>		<b>Assistants to the Treasurer</b> <ul style="list-style-type: none"> <li>• help Treasurer with any jobs or tasks</li> </ul> <hr style="width: 50%; margin-left: auto; margin-right: auto;"/> <hr style="width: 50%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center; font-size: small;">(post office runs)</p>	