



# **Mex Y Can Association of Manitoba Inc.**

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## **Roles and Responsibilities of Directors**

Mex Y Can Association of Manitoba Inc (Mex Y Can) is governed by a volunteer Board of Directors elected by voting members of the Association. Voting members are those who hold a current membership.

The Board of Directors is empowered, through the By-laws of Mex Y Can, to act on behalf of members in order to carry out the goals of Mex Y Can.

The Board of Directors is comprised of:

- President
- Past President
- Vice President
- Secretary
- Treasurer
- Public Relations Officer
- Little Faces of Mexico Coordinator
- Members-at-Large (5 Maximum)

## **Time Commitment for Meetings and Events**

Mex Y Can holds operational meetings every 3 months with an average duration of 2 hrs. Communication for working projects is done via conference call or by e-mail. Mex Y Can provides training for the effective use of external communications. When there is a social or cultural function for the Community, time commitment varies depending on the event. For example: it could be half day when organizing the Mobile Consulate.

## Duties of Officers

### President

- (i) to serve as a member of the board and to preside as chairperson of all meetings of members and directors and to call meetings of the members and directors as and when deemed necessary.
- (ii) to monitor all activity of the Association and the performance of all officers in carrying out their respective duties.
- (iii) to sign contracts and any other instruments to carry out the business affairs and professional activities of the Association as provided in these by-laws.
- (iv) to make an annual report of the Association's activities to the annual meeting of members.
- (v) to provide for the smooth transfer of such official Association documents, records and equipment to incoming directors and officers at the end of any term of office.
- (vi) to attend as official representative of the Association or to appoint a designee to attend, such special meetings where invitations are extended to the Association and/or where visibility and participation will enhance the Association.

### Vice-President

- (i) to serve as a member of the board.
- (ii) to preside over meetings of the members and directors in the absence of the President.
- (iii) to represent the President in all matters as the President may designate.
- (iv) to succeed the President in the event of a vacancy in that office for the unexpired term.
- (v) to serve a major role in the activities of the Association as mutually determined with the President

## Secretary

- (i) to serve as a member of the board.
- (ii) to take and file the minutes of all meetings of the members and directors.
- (iii) to pass all records and minutes to his/her successor.
- (iv) to handle all written and oral communication on behalf of the President as instructed by the President.

## Treasurer

- (i) to serve as the Association's auditor-controller.
- (ii) to assist the President in the development of a preliminary annual budget for presentation to the directors.
- (iii) to monitor the revenue and expenditures of all of the Association's accounts and to assure that fiscal actions are in keeping with these by-laws and the decisions of the Association and to present a fiscal report at each meeting of the directors.
- (iv) to have financial records available for inspection by the President or members of the board.
- (v) to submit a preliminary year-end budget report each year and submit a final year-end budget report of each year.
- (vi) to insure that all financial reports are duly filed with governmental authorities as required.
- (vii) to approve reimbursements for Association officers upon receipt of approved reimbursement claims and to keep records of such expenditures.
- (viii) to verify that all Association financial records are in order and report the finding to the Annual Meeting of Members.

## Public Relations Officer

- (i) to maintain a written file of the Association's accomplishments and historical matters of importance.
- (ii) to write the annual report of the Association, in concert with the President.
- (iii) to publish a newsletter.

## **Past- President**

- (i) to assist the presiding officer at any officially called meeting of the board or the members of the Association.
- (ii) to moderate on any parliamentary action during the course of any official Association meeting.

## **Member-at-Large**

It shall be the duty of the Member-at-Large to provide support to the activities organized by the Board of Directors and to gain knowledge on how Mex Y Can Association of Manitoba Inc. operates. After obtaining experience, if a position in the Board of Directors rotates or is empty the Member-at-Large is welcome to apply for it.

## **Terms of Office**

5.05 Term of Office - The board may remove at its pleasure any officer of the Association without prejudice to any officer's rights under any employment contract. Otherwise each officer elected or appointed by the board shall hold office for a period of one (1) year. The President shall hold office for a period of two (2) years. The President may not serve more than two (2) consecutive terms in that office. No officer of the Association may serve more than four (4) consecutive terms in the same office.