



## **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.