

## FAMILY LAWYERS ASSOCIATION OFFICER NOMINATION FORM

The election of the Officers of the Family Lawyers Association Board is done by the newly elected Board in a meeting of the Board which takes place subsequent to the Annual General Meeting. If you would like to be elected to one of the Officer positions please fill out this nomination form.

Please indicate at least one (1) position, in which you are interested,

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> CHAIR     | <input type="checkbox"/> CO-CHAIR  |
| <input type="checkbox"/> SECRETARY | <input type="checkbox"/> TREASURER |

Name: \_\_\_\_\_

Firm: \_\_\_\_\_ Year of Call: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (Bus): (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

I wish to stand for election for the above position as a member of the Family Lawyers Association Officers for the 2016-2017 term.

In putting my name forward I:

- Confirm that I am a member in good standing of the Law Society of Upper Canada and the Family Lawyers Association;
- Agree to continue such membership in good standing throughout my term of office; and,
- Agree to carry out the responsibilities outlined below as being associated with the position I am seeking to be elected to hold.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Family Lawyers Association Executive Responsibilities**

### **Duties of the Chair**

1. When present, preside at all meetings of the Board or Members of the FLA and of the Board and shall be the Chair of such meetings;
2. Oversee the performance of all activities of the Board.
3. Report in writing, prior to each annual meeting of the Members, on the work of the Board for the year just ending;
4. Maintain a second copy of any minutes of meetings, the correspondence sent and received, submissions forwarded and any other correspondence of the FLA., minutes of the meetings at which they preside.
5. Formally represent the Family Lawyers Association when called upon to do so, and,
6. Exercise any other powers and duties usually associated with the office.

### **Duties of the Co-Chair**

1. Assists the Chair in the performance of the responsibilities of that office;
2. Preside at all meetings of the Board or Members of the FLA in the absence of the Chair and shall be the Chair of such meetings, unless the Co-Chair designates a fellow Board Member to replace them as the Chair of the meeting.
3. Assume the duties of the Chair during the absence or inability of the Chair to act; and,
4. Exercise any other powers and duties that are usually associated with the office.

### **Duties of the Secretary**

1. Record the minutes of business transacted at any meeting of the Members or of the Board;
2. Provide a copy of all minutes to the Chair and to the Board in advance of any meetings of the Board or Members;
3. Keep the official records of the FLA (i.e. Minute books);
4. Ensure that the Board complies with the FLA's by-laws and policies; and,
5. Exercises any other duties that are usually associated with the office.

### **Duties of the Treasurer**

1. Keep a full and accurate set of accounts of all receipts and disbursements of the FLA;
2. Deposit all moneys or other valuable effects in the name and to the credit of the FLA in such bank as may from time to time be designated by the FLA;
3. Disburse the funds of the FLA under the direction of the Board, taking proper vouchers therefore;
4. Render to the board at the regular meeting thereof or whenever required, an account of all transactions as Treasurer, and of the financial position of the FLA; and,
5. Perform such other duties as may from time to time be determined by the Board.