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# 2025 Nominations for ACIFA Executive Council

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During the ACIFA Annual General Meeting on May 13<sup>th</sup>, 2025 at Banff Springs, three positions on the ACIFA Executive council will be open for election:

**Vice-President Internal** - The Vice-President Internal shall:

- a. assume the role of the President of the Association should the President be unable to fulfil the duties of the President's Office;
- b. report to the Executive Council as directed;
- c. be empowered to countersign cheques;
- d. provide a brief written summary of their activities in advance of each official Presidents' Council meeting; and
- e. assume the role of Chair of the Presidents' Council at the request of the President.

**Vice-President Professional Affairs** - The Vice-President: Professional Affairs shall:

- a. chair the Professional Affairs Committee;
- b. provide a brief written summary of their activities in advance of each official Presidents' Council meeting;
- c. fulfil such other duties and responsibilities as are assigned by the President; and
- d. present an annual report to the Association.

**Vice-President Finance and Records** - The Vice-President Finance and Records shall

- a. be responsible for maintaining complete official records of ACIFA;
- b. ensure custody of minute books and records, which are to be made available for inspection by members on reasonable notice;
- c. arrange facilities for and ensure preparation and circulation of Agendas, Minutes and Notices of Motion for all Association Assemblies and meetings;
- d. report to the Executive Council as directed;
- e. be empowered to countersign cheques;
- f. administer the financial affairs of the ACIFA, as directed by the Executive Council and as restricted by the budget;
- g. at the Annual General Meeting, propose a budget for the following fiscal year;
- h. at the Annual General Meeting, present an annual report that includes an audited financial statement, by a qualified auditor, for the fiscal year ending June 30;
- i. ensure custody of the corporate seal that is used to execute legal documents of the Association; and
- j. provide a brief written summary of their activities in advance of each official Presidents' Council meeting.

See nomination form attached.

**Nomination Form: ACIFA Executive Council Elections  
Annual General Meeting 2025**

**Positions open:**  
Vice-President Internal  
Vice-President Professional Affairs  
Vice-President Finance and Records

We, \_\_\_\_\_ of \_\_\_\_\_  
(Name of nominator) (college/institute)

\_\_\_\_\_ of \_\_\_\_\_  
(Name of nominator) (college/institute)

**Nominate** \_\_\_\_\_ **of** \_\_\_\_\_  
(Name of nominee) (college/institute)

For the position of \_\_\_\_\_

\_\_\_\_\_  
(Signature of nominator) (Signature of nominator) (Signature of nominee)

Date of signing: \_\_\_\_\_

Email nomination form to: [admin@acifa.ca](mailto:admin@acifa.ca) (Subject Line: 2025 EC Nomination Form)