

O.A.I.A. ELECTIONS 2025

Call for Nominations

Nominations may be submitted to the Nomination Committee via the nomination box at the Front Desk beginning **Monday, April 7th until 1:00 p.m. Monday, April 28th.**

Nomination forms can be obtained from the Front Desk. The open positions needing to be filled are:

<u>POSITION</u>	<u>TERM</u>
VICE PRESIDENT	2 YEARS
ASSISTANT TREASURER	2 YEARS
MEMBERSHIP DIRECTOR	2 YEARS
3 - DIRECTORS AT LARGE	2 YEARS

The duties for these positions appear on the following page.

Polling stations will be open from **10:00 a.m. till 3:00 p.m.** Monday, **May 12th** thru Thursday **May 15th** and from **10:00 a.m. till 2:00 p.m.** Friday, **May 16th.**

Nomination Committee

Mary Lou Busato, Gloria Smith, Ken Budarick

2025 ELECTIONS - OPEN BOARD POSITION DUTIES

Vice President

Duties: Shall work with the President and other Board members in the management of the affairs of the Club; chair official meetings of the Club in the absence of the President. May sit as ex officio member of the committees of the Club. Shall oversee the Front Desk operation and provide general guidance to all other Club operations.

Assistant Treasurer

Duties: Shall assist the Treasurer in the duties of the Treasury Office. Will assist in managing the day-to-day accounting and finance requirements. Create, balance, and maintain accurate deposit sheets and coordinate bank deposits. Confidentiality, organizational skills, and accuracy are important qualifications for this position.

Membership Director

Duties: Shall work with the City of Markham on membership promotion, registrations and ensuring membership lists are up to date. Shall monitor and intervene when necessary to confirm program Convenors are adhering to membership policies & procedures. Shall, in conjunction with the City of Markham organize and oversee the annual membership renewal drive.

Director(s) at Large (3)

Duties: Shall fulfill a support and communication role within the Club. Will aid and support their assigned portfolio Convenors in fulfilling their responsibilities. The Director at Large will inform their Convenors of planned closures and other Club events that might impact program schedules. They will serve as a conduit to bring any issues that cannot be resolved at their level to the Board for resolution. The Director at Large will also help to update and develop Club policies and procedures. The successful candidates for these positions ideally possess leadership skills, as well as an ability to problem solve and make sound decisions that encourage positive morale.