

DemsAbroad Canada - Niagara Region 2021-23 Board positions

Chapter Chair

The Chapter Chair shall call and preside at all General Meetings, Special Meetings, Executive Committee Meetings, and all meetings of the Chapter Board. The Chair shall determine the Agenda of all such meetings.

The Chapter Chair shall have Membership responsibility for the day-to-day activities of the Chapter and for the execution of all activities approved and undertaken by the Chapter Board.

The Chapter Chair may appoint such *ad hoc* committees and individuals as necessary for the execution of the activities of the Chapter.

The Chapter Chair shall be a voting member of the DACA board as Chapter Representative and is responsible for enacting policies as determined by DACA.

Chapter Vice-Chair

In the absence of the Chapter Chair, the Chapter Vice-Chair shall determine the Agenda, call and preside at meetings of Chapter members, the Chapter Executive Committee, and the Board.

The Chapter Vice-Chair shall have such other duties as chairing one or more committees, depending on their experience and preferences.

The Chapter Vice-Chair shall work with the Chapter Chair to ensure all responsibilities approved by and on behalf of the Organization are supervised and executed appropriately.

The Chapter Vice-Chair shall be a member who is of the opposite sex to the Chapter Chair, as per the bylaws of Democrats Abroad and the rules of the Democratic National Committee (DNC).

NOTE: If the decision is to have two Chapter Co-Chairs, foregoing a Chapter Vice-Chair, the above paragraph is still applicable.

Chapter Secretary

The Chapter Secretary shall distribute required meeting notices, attend and produce minutes for all Chapter Board meetings. The Chapter Secretary shall produce and maintain

all files and administrative records of the Chapter. All such records shall be open for inspection by members.

Minutes of all meetings shall be sent to the Board once approved by the Chapter Chair and/or Vice-Chair.

The Chapter Secretary shall schedule all Board meetings. In the case of absence of the Chapter Secretary, the Chapter Chair or Vice-Chair shall designate to another Officer the responsibility to attend and produce the minutes.

Chapter Treasurer

The Chapter Treasurer shall manage the finances of the chapter in coordination with the Chair.

The Chapter Treasurer shall produce a monthly written report for the Chapter Board and to Chapter members, and make and maintain such financial reports as may be required by DACA. All such records shall be open for inspection by members.

The Chapter Treasurer shall prepare and present to the AGM of the chapter a Statement of Income and Expenses.

Chapter Member-at-Large

Chapter Members-at-Large represents the broader membership and brings to the Organization special gifts and talents which complement those of the other elected officials on the Board.