

MEMORANDUM

Date: Thursday, May 21, 2009

To: CBA Members

From: Linda Whitford
Executive Director

Reference: Secretary/Treasurer Position

Before June 15th of each year, the Executive Director shall issue a call for nominations to the position of Secretary-Treasurer. Any member of the Branch as described in paragraph 2(a) of the Branch By-Laws, is eligible to stand for election, and may nominate himself or herself. The nominations shall close on June 30th in each year, following which the Executive Director shall follow the direction as set out in the Branch By-Laws.

Background: The Executive Committee consists of the Officers of the Branch, including the Secretary-Treasurer. The Executive Committee advises and assists the President in the duties of that office and it may make decisions respecting the day to day operations of the Branch including, without limiting the generality of the foregoing,

- (a) approving the Branch budget and expenditures, including those of its committees and sections; and,
- (b) approving the adoption or implementation of programs, policies and activities related to the objects of the Branch and the Association.

As per the By-Laws, the Secretary-Treasurer carries out the secretarial duties of the Branch in the absence of the Executive Director, including the taking of minutes of general meetings of the Branch and meetings of the Executive Committee, and performs such other duties as may be assigned by the President¹. The Secretary-Treasurer superintends the finances of the Branch and presents statements with respect to the financial affairs of the Branch at each general meeting of the branch.

Members considering this office should be cognizant that it is a four-year commitment -- As the CBA-NT uses the ladder approach - the Secretary-Treasurer moves on up the ladder to become President 3 years from the start of their term. Candidates should be prepared to work within the "team" framework to advocate on behalf of the CBA members in the NWT and to pursue improvement in the law and the administration of justice.

A Call for Nominations is attached.

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- Works with Executive Director in the preparation of the annual budgets.
- May represent the CBA at meetings with Government and Lay Persons.
- Designated a Voting Member of the National Council so that in the event the President or Vice-President is unable to attend a Council meeting, the Treasurer may attend and be eligible to vote.
- Works with Past President to secure Nominations for the following year.
- Must keep up to date on regional and national issues.



Canadian Bar Association - NWT Branch

CALL FOR NOMINATIONS

Secretary - Treasurer Position

21 May 2009

The Canadian Bar Association, Northwest Territories Branch is seeking nominees for the position of Secretary/Treasurer beginning September 1, 2009.

If interested, please provide Linda Whitford, Executive Director of the CBA - NWT Branch, with a one-page biographical sketch (to include participation on CBA Sections and Committees).

The biographical sketch can be mailed or delivered to the CBA - NWT Branch Office at 5004 - 50th Avenue; P.O. Box 1985, Yellowknife, NT X1A 2P5; or, faxed to (867) 873-6344. The deadline for receipt is 4:00 p.m. on June 30, 2009. If necessary, an election will be held in accordance with the Branch By-Laws.

Linda Whitford, Executive Director
Canadian Bar Association – Northwest Territories Branch