



The Druze Association

of Edmonton



Executive Duties:

- ***President***
 - Represent the Association in all matters
 - Chair and conduct all meetings of the Association
 - Initiate and respond to all correspondence
 - Ensure compliance with all legal obligations of the Association such as registration of the Society, filing of annual return
 - Convene and consult with a board of advisors
 - Oversee newsletter

- ***Vice President (Executive)***
 - Undertake all duties of the President if the President is unable
 - Assist President in duties

- ***Vice President (Programs)***
 - Responsible for chairing committee meetings
 - Responsible for developing programs for members such as education and youth activities

- ***Secretary***
 - Keep proper minutes of all meetings and present them at each subsequent meeting
 - Assist handling of all correspondence of the Association
 - Develop and maintain directory of all members
 - Assist in newsletter distribution

- ***Treasurer***
 - Handle all finances of the Association
 - Prepare financial reports for each meeting
 - Oversee the operation of the hall