



ASSOCIATION OF MUNICIPAL MANAGERS, CLERKS AND TREASURERS OF ONTARIO

EXECUTIVE POSITIONS & RESPONSIBILITIES

Chairperson

- Calls and chairs Executive meetings
- Chairs Zone meetings
- Attends Zone Chairs meetings and/or other AMCTO functions as a representative of Zone 2
- Order Past Chair and Past Executive Certificates from AMCTO
- Municipal Excellence Award Coordinator
- Ensure that the Zone Executive is fulfilling its duties and responsibilities
- Receives information on retirees, CMO etc from AMCTO for agenda purposes
- Training Coordinator with the executive

Past Chair

- Assists with organization of Zone meetings and other activities
- Conduct Election of new Executive – Nominations Committee
- Assist the Chairperson in the performance of their duties;

1st Vice Chair

- Acts as Chair at Executive and Zone meetings in absence of the Chair
- Attends Zone meetings and/or other AMCTO functions as Zone 2 representative
- Assists with organization of Zone meetings and other activities

2nd Vice Chair

- Purchases chocolate for 1st time attendees, retirees, outgoing executive members
- Assists with organization of Zone meetings and other activities

Secretary

- Prepare and distribute Minutes of the Zone Meeting;
- Prepare and distribute Zone Meeting agendas and related materials to the Zone membership and to the Association for inclusion on the Zone page of the AMCTO website;
- Prepare and distribute Minutes of Executive meetings
- Maintains list of future seminar/session topics
- Coordinates, with Zone Chair, meeting arrangements with Host Municipality

Treasurer

- Maintains Zone accounts and produce Treasurer's Report for each meeting
- Receives and processes registrations for Zone meetings - Share Retiree information with 2nd Vice Chair and New Attendee information with Chair for recognition
- Approves accounts, prepares and signs cheques
- Receives and approves vendor requests

Zone Director

- Social media
- Working with host municipality with sponsorship
- Coordinate, with the Secretary, Zone meeting arrangements with Host Municipality contact
- Assists with organization of Zone meetings and other activities