



**AMCTO**  
**THE MUNICIPAL EXPERTS**

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**Zone Executive  
Information Sheet  
– Zone Secretary-  
Treasurer**

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## **Zone Executive Information Sheet – Zone Secretary-Treasurer**

### **General Information**

#### **Understanding the Zone Mandate**

As noted in the Zone Terms of Reference, the mandate of the AMCTO Zones is as follows:

- To provide a forum for networking and the exchange of ideas among members who might not otherwise have the opportunity to meet;
- To provide training opportunities for Zone members that address needs and issues that are specific to the local Zone;
- To undertake outreach initiatives directed towards existing, new and potential members;
- To serve as a point of access and contact between the Association and the members with respect to legislative issues, member concerns and communications.

#### **Composition of the Zone Executive**

Each Zone shall elect a Zone Executive that will, at a minimum, consist of the following positions:

- Chairperson
- Vice-Chairperson
- Secretary-Treasurer (*may be split into two separate positions at the discretion of the Zone*)

The Immediate Past Chairperson and the Zone Representative on the Board of Directors (Board Representative) will also be members of the Zone Executive by virtue of their positions.

At its discretion, a Zone may choose to elect additional Directors to serve on the Zone Executive to meet local needs.

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### **Nominating Committee**

To assist in the identification and recruitment of individuals to serve on the Zone Executive, each Zone may establish a Nominating Committee comprised of the Past Zone Chairperson and the Board Representative. The Past Zone Chairperson, or in their absence the Board Representative, will present a slate of members who have agreed to let their name stand for election at the Zone meeting and will seek additional nominations from the floor. Any subsequent election required will be conducted in accordance with the voting requirements set out in the Zone Terms of Reference.

### **Election of Zone Executive**

Elections for the Zone Executive will be conducted at the Spring Meeting of the Zone.

### **Zone Secretary-Treasurer**

#### **Role of the Secretary-Treasurer**

The role of the Secretary-Treasurer is to:

##### **Secretary**

- Prepare and distribute Minutes of the Zone Meeting to Zone members;
- Assist in the identification, establishment and communication of Zone Meeting dates;
- Prepare and distribute Zone Meeting agendas and related materials to the Zone membership either directly or through the Zone Community on the AMCTO website;
- Maintain appropriate records management principles (including adherence to the Association records retention schedules) with respect to Zone Executive materials and ensure that Zone Executive members have up-to-date copies of all required Zone and Association policies and procedures;
- Prepare and issue all correspondence arising out of Zone business;

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- Submit copies of all minutes to the Executive Assistant for AMCTO's Executive Director;
- Submit the results of the Zone Executive election to AMCTO's Membership Coordinator.

### Treasurer

- Be responsible for all monies of the Zone, keeping of accounting records and the preparation of financial statements;
- Submit a financial report at each Zone Meeting;
- Submit copies of all financial reports to the Executive Assistant for AMCTO's Executive Director;
- Prepare and submit all required annual financial reports to the AMCTO Board of Directors.

### **Eligibility to Serve as Secretary-Treasurer**

Individuals nominated for the position of Secretary-Treasurer must meet the following requirements:

- Must be a member in good standing with the Association (i.e. annual membership dues have been paid in full to the Association), and;
- Must be employed by, or under contract directly or indirectly with, a municipal corporation, local board or organization directly involved with municipal government, located within the geographic boundaries of the Zone, or;
- If retired, must be residing within the geographic boundaries of the Zone.

### **Term of Office**

Subject to maintaining eligibility to serve, the Secretary-Treasurer will serve a one-year term of office.

At its discretion, a Zone may choose to have the Secretary-Treasurer serve a two-year term of office.



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The Secretary-Treasurer's term of office commences immediately following the conclusion of the Association's Annual General Meeting.

### **Term of Office Limits**

The Secretary-Treasurer is eligible for re-election at the expiration of their term of office. To maximize the opportunity for Zone members to become involved in Zone activities, no individual should hold the position of Secretary-Treasurer for more than six consecutive years.

### **Loss of Eligibility**

If due to a change in employment or personal circumstances, the Secretary-Treasurer no longer meets the eligibility criteria for their position they will be ineligible to complete their term of office and must notify the Zone Executive of their resignation as Secretary-Treasurer at the earliest opportunity. Upon receiving notification of the resignation, the Zone Executive will inform the Association's Membership Coordinator.

### **Filling Vacancy**

Where the position of Secretary-Treasurer becomes vacant through the resignation of an incumbent the Zone shall fill the vacancy through a by-election at its next scheduled Zone meeting.

At their discretion, the Zone Executive may appoint an individual to fill the vacant position in an acting capacity until a by-election (or election) has been held. Individuals appointed must meet the eligibility requirements for the position of Secretary-Treasurer.