

The Edmonton Tumblewood Lapidary Club (ETLC) is required to have elections for the Executive committee every November. Nominations are currently open for the positions of President, Vice President, Treasurer, and Secretary. Information on the duties of the executive positions are described below.

Outside of the Executive committee, there are other positions that also need volunteers to help support club activities. These positions include:

- Delegate to stand as ETLC liaison with the Alberta Federation of Rock clubs- 2 people are required
- Shop Foreman
- Shop Helpers – 2 to 3 are required
- Newsletter Editor

All positions are volunteer positions and are active for one calendar year from January 1, 2022. Members currently acting in the positions for the Executive committee or volunteer support roles are willing to support new members that want to participate and will provide mentorship and training.

Any member can be nominated for the Executive committee if they have a current membership except for the President which requires the nominee to have had a membership for 2 consecutive years.

COVID 19 has disrupted much of the club engagement and communication with members as there have not been many in-person monthly meetings or events in the past year. To ensure that members that may be interested in taking a more active role in any of these volunteer positions have an opportunity to indicate intent to volunteer or be nominated, the nomination period will be open from October 12th until November 18th. Nominations or intent to volunteer can be submitted

- by email (etlcgeneral.inquiry@gamil.com) or
- in person at the ETLC monthly meeting October 21st at 7:00pm or
- In person at the ETLC Annual General meeting on November 18th at 7:00 pm.

If there any questions about what is expected in any of roles described above, please contact Michelle Morin etlcgeneral.inquiry@gmail.com.

DUTIES OF EXECUTIVE OFFICERS

President: The President shall preside at all Regular, Annual General, Executive, and Special meetings of the Society. The President's role is to provide leadership and direction for the society and to be the face for the society. The President is responsible for ensuring all meetings are run smoothly, with agendas, and minutes taken, and all of the rules of order followed. The President is also the point of contact for other organizations and individuals.

Vice-President: The Vice-President shall perform the duties of the President in the President's absence.

Secretary: It shall be the duty of the Secretary to attend all meetings of the Society and the Executive, issue agendas prior to, and to keep accurate minutes of the same. In case of the absence of the Secretary their duties shall be discharged by another executive officer as may be appointed by the Executive.

Treasurer: The Treasurer shall keep a record of all active members of the Society, their addresses, e-mails, and phone numbers, and shall collect and receive the membership dues and other fees as levied by the Society. The Treasurer shall properly account for the funds of the Society. The Treasurer shall prepare for submission to the Annual General Meeting a statement, duly audited, of the financial position of the Society and submit a copy of the same to the Secretary for the records of the Society. The Treasurer will also be submitting the documentation required by the Registry office to maintain the ongoing status of the society.

Past President: Will serve on the Executive for a period of one year after stepping down as President.

ALBERTA FEDERATION OF ROCK CLUBS (AFRC) - DELEGATE

A volunteer delegate is required to represent the Edmonton Tumblewood Lapidary Club (ETLC) at quarterly meetings. The ETLC can have up to four delegates in this role but need a minimum of 1 to be the contact between the AFRC and the ETLC. Responsibilities include:

- Attending AFRC quarterly meetings which occur 3 times per year in Calgary. Meetings are on a chosen Sunday in Sept, Nov, April, and the AGM in occurs in May during the May Daze event. Due to COVID-19 this schedule may change.
- The AFRC delegate will act as a liaison between the AFRC and ETLC and will bring forward local club issues and concerns as well as share updates from the AFRC on insurance, meetings, events, shows, environmental concerns, and regulations that may impact club members.

STANDING COMMITTEES

The following Committee Chairpersons are open. Committee Chairs are nominated by the executive and approved by the membership.

Newsletter Editor: Circulating to members a monthly newsletter on the static information on the society and timely news events and updates for the members.

Shop Foreman: Coordinates the use of the shop, ensuring there is an experienced member in all shop time slots to teach. Ensures that all equipment is in good working order and is maintained.

Shop Helpers: Support the Shop Foreman by helping new members learn how to use equipment safely and maintain shop areas.