

## **APPENDIX I**

### **Procedure for Elections and Succession of the Executive**

In order to have continuity all Board Members to be elected for a 3 year term. Board Members may stand for additional terms at the pleasure of the Board.

#### **EXECUTIVE COMMITTEE SUCCESSION**

The President will serve a 3 year term, longer only at a unanimous vote for the Board. In the event that the President is unavailable for any reason the 1st Vice President assumes the President position.

The 1st Vice President will serve for a 3 year term, longer if the President has their term extended.

The 2<sup>nd</sup> Vice President will serve for a 3 year term longer, if the 1st Vice President and President have their terms extended. If the President or 1st Vice President has to resign, the 2<sup>nd</sup> Vice President will automatically move up. In the event the 2<sup>nd</sup> Vice President is unable to assume the position of President, the Past President will serve as President until the next election.

#### **THE BOARD SECRETARY**

The incumbent once elected, can serve as long as he and the remainder of the Executive so wish.

#### **THE BOARD TREASURER**

The incumbent once elected, can serve as long as he and the remainder of the Executive so wish.

#### **THE PAST PRESIDENT**

The Past President will serve until the President retires. The Past President may be asked to serve longer should the President have to leave for any reason that would stop them from serving as Past President.

The past President's name, with their consent, may be nominated for a Governor position with the possibility to be on the Executive of the National Council, if they so wish.

**APPENDIX II**  
**Roles and Responsibilities of Board Committees**

**A. ROLE AND RESPONSIBILITIES OF MEMBERS OF THE AUDIT COMMITTEE**

- I. The primary function is to assist the Executive Director in responding to the auditors inquiries.
- II. Make recommendations to the Board flowing from the audit.
- III. Recommend acceptance or rejection of the Auditor's report.
- IV. Recommend which auditing firm the League should engage.

**B. ROLE AND RESPONSIBILITIES OF MEMBERS OF THE PERSONNEL COMMITTEE CHAIRED BY THE 1st. VICE PRESIDENT**

- I. Ensure all position descriptions are up to date.
- II. Ensure that all staff have read, understood, and agreed with their job description.
- III. Ensure that all staff acknowledge the fact that they have been evaluated on their job description.
- IV. Ensure that all other instruments that could be used in a personal evaluation are up to date and agreed to by the incumbent.
- V. Annually evaluate all staff and make recommendations to the President re: salary increases.
- VI. The committee may ask others to assist in evaluation if said person has more knowledge of a particular staff's performance.

**C. NOMINATING COMMITTEE**

- I. There shall be a Nominating Committee consisting of such Directors as may be determined from time to time by the Executive Committee.
- II. The Nominating Committee shall be appointed by the Executive Committee at or prior to an Annual General election meeting. The Executive Committee may remove a member from the Nominating Committee by resolution at any time.
  - a. Present to the members at the Annual General Meeting of the Members, the names of the persons nominated for election as Directors at such Annual Meeting, to hold office for the ensuing three years.

**NOTE (I) COMMITTEES OF THE BOARD**

The members will be asked to serve for a 3 year term, renewable by the Board.

i.e.     The Audit Committee  
          The Personnel Committee

**NOTE (II) SPECIAL COMMITTEE OF THE BOARD**

From time to time the board may wish to strike a special committee to work on a one time or an issue related project. These Committees would normally serve for up to 6 months then report to the Board. The Board after getting the up date could give a time extension if needed.