



Association of Municipal Administrators – Prince Edward Island

Call for Nominations:

Each year, nominations for Executive Committee positions with the Association of Municipal Administrators of PEI are invited by the Nominating Committee. Nominations will be received up to and including the final call at the Annual General Meeting, which will be held on **Friday, June 21st** at the Milton Community Hall, 7 New Glasgow Road-Rte. 224 North Milton.

Nominations are currently being sought for election as follows:

- President
- Vice-President
- Secretary
- Treasurer

Position Descriptions

President

The President is required to Chair the Executive Committee and to preside at all meetings of the Association. The President is an ex-officio member of all committees with voting privileges. The President is required to prepare an annual report which shall contain a complete and comprehensive account of the previous year's work, together with such suggestions and recommendations as may be in the best interest of the Association.

Vice President

The Vice President shall perform the duties and have the same powers as the President, in the absence or inability to Act, of the President.

Secretary

The Secretary performs such duties and has such powers as may be assigned by the Executive Committee. The Secretary has custody of all legal instruments and all records of the Association,

gives notice and keeps minutes of all general and executive meetings, and forwards all data and information to the Associations membership.

Treasurer

The Treasurer performs such duties and has such powers as may be assigned by the Executive Committee. The Treasurer has custody of all Associations funds and securities, attests to all necessary instruments and keeps an account of the financial transactions of the Association.

Nominations should be emailed or mailed to:

Rob Philpott
Director of Finance and Chief Financial Officer/Past-President AMAPEI
City of Summerside
275 Fitzroy Street
Summerside, PE
C1N 1H9
rob.philpott@city.summerside.pe.ca

Email is the preferred method of communication. If nominating by email, please include AMAPEI Nomination in your subject line.