

Position Descriptions

About the Positions

Vice President / President Elect (2 year term –1 year in each position)

- **Vice President**

- Assume the duties of President in his/her absence or upon request
- Responsible for chairing the planning committee for activities, workshops and meetings of MALT
- Act as one of MALT's representatives on the joint library conference planning committee
- In charge of nominations for the Executive during the Annual General Meeting.
- Join other Committee's as assigned.

- **Membership Coordinator** (2 year term)

- maintain a current membership list
- Issue membership reminders and renewals, receipts
- Maintains a spreadsheet of current and expired personal and institutional members.
- Keeps addresses in MALT email account up to date
- Maintains current, and expired, institutional email lists.
- Responds to enquiries about membership in a timely manner.
- Provides membership statistics to the President

- **Treasurer** (2 year term)

- Collect all revenue and dues in the form of cheques, cash and PayPal deposits, with receipts for membership to be issued by the Membership Coordinator;
- Keep all monies collected on deposit in a financial institution designated by the Executive;
- Make all disbursements by cheque for bills incurred by decisions voted by the Executive;
- Maintain, organize, safeguard and keep on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made;
- Record all income and expense transactions in the Association's ledger and complete a monthly bank reconciliation;
- Maintain accounts of operating expenses;
- Present a financial report at each Executive meeting, as well as a written financial report for the AGM in May, detailing all income and expenditures for the period;
- Prepare a budget to be presented to the Executive no later than the last Executive meeting prior to the AGM in May;
- Be one (1) of the signing authorities on all cheques and ensure that two (2) signing officers sign all cheques;
- Provide information to the Executive to support submission for grants and fundraising;
- Maintain all proper books and financial records of MALT for an annual audit in October and forward recommendations from the auditors to the Executive.

Please contact us if you would like more information about the positions and serving on the executive.