

## Nomination Committee

This year the Nomination Committee consists of: Georgia Beale, Beth Cameron and Alison Tranter. We are in charge of filling the vacant positions on the Guild executive and Committees.

If you have an interest in any of the soon to be vacant positions, please contact us by email or phone.

Georgia Beale: [g.beale@sympatico.ca](mailto:g.beale@sympatico.ca) 613-829-0825

Beth Cameron: [camerob@algonquincollege.com](mailto:camerob@algonquincollege.com) 613-692-3181

Alison Tranter: [ptranter@sympatico.ca](mailto:ptranter@sympatico.ca) 613-838-5347

The following positions need to be filled:

President – Oversees all committees working through the V.P.'s. Oversees finances. Signing authority. Chairs meetings.

Vice-President Administration – Participates in the decision-making processes of the Guild regarding budget, fees, membership cap, constitution/by-laws/procedures. Volunteer needs, guild meeting location and other issues as they arise. Supervises the work of the committees. These are: membership, newsletter, library, magazines, publicity, special events, photography, equipment, web site, archives, telephone/mail. Works with the various committees to determine budgetary, supply and helper needs, resolve problems.

Secretary- Takes minutes of all Executive and Guild meetings and distributes them to the appropriate people. Maintains the Bulletin board and brings it to meetings.

Treasurer- Maintains guild financial records. Signing authority.

Membership- Maintains a record of contact information for all members. Receives membership fees and transfers same to the guild Treasurer. Produces a membership card.

Workshops- Organizes workshops by contacting possible workshop instructors. Finds space for workshops to be held. Arranges with the treasurer for payment of instructor.

Program- Organizes programs for each guild meeting. Contacts possible speakers and arranges date of event.

Special Events- Looks after requests from organizations in the community for our participation in events e.g. Upper Canada Village Display. Arranges for volunteers to man these events.

Volunteers- A new position. Assists in finding people to help at meetings with the various activities which will be taking place.

We have several people who are considering working on the Executive and Committees. These jobs can be shared with a friend if you are reluctant to take on the task alone. Contact the person presently doing the job you are interested in so that you can get an idea of what the job entails and the amount of time involved. A Nomination Form needs to be filled out and handed to one of us before the May meeting.

### OVQG NOMINATION FORM

I nominate \_\_\_\_\_ for the position of  
\_\_\_\_\_.

Nominator: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: \_\_\_\_\_