

CALL FOR NOMINATIONS

FOR THE 2025 ANNUAL GENERAL MEETING OF ATIA

November 1, 2025

Candidates may file their own nomination, with the signature of one supporter.

The Vice-President, Treasurer, and Secretary positions are open to Certified Members only. Member-at-large positions are open to Associate members as well. Associate members may also participate in ATIA by supporting a candidate who runs for office or by joining committees. A description of the terms and responsibilities of each Council position is provided in the [By-laws](#) and summarized here below for open positions. For more specific information, contact one of the current position-holders or Allison Downer, the Administrative Assistant.

Elections will be held during the [Annual General Meeting](#), both in person and online, on November 1, 2025.

I, _____, the undersigned, would like to submit the following names, as candidates for the ATIA Council position indicated:

_____	President: <i>2 years</i>
_____	Vice-President Northern Alberta: <i>1 year (second year of a two-term position)</i>
_____	Vice-President Southern Alberta: <i>2 years</i>
_____	Secretary: <i>1 year</i>
_____	Treasurer: <i>1 year</i>

OR

I, _____, the undersigned, would like to submit my name as a candidate for the following ATIA Council position:

_____	President: <i>2 years</i>
_____	Vice-President Northern Alberta: <i>1 year</i>
_____	Vice-President Southern Alberta: <i>2 years</i>
_____	Secretary: <i>1 year</i>
_____	Treasurer: <i>1 year</i>

Signature of Candidate

Date

Candidacy of the above position is supported by: _____

Signature of Supporter _____ Date _____

E-mail completed nomination form to Allison Downer, admin@atia.ab.ca

President:

The President shall be ex officio a member of all committees. They shall represent the Association whenever it is deemed necessary, either on their own initiative or as instructed by a majority of members at a general meeting and shall be responsible to the membership for the administration of the affairs of the Association. They shall normally preside at all meetings of the Association and of the Council. In their absence, one of the Vice-Presidents, as assigned by the President, shall preside at the meeting. In the absence of the President and the Vice-Presidents, the voting members in good standing present at the meeting may elect a chairman. The President or, in their absence, their delegated representative shall represent the Association at meetings of the CTTIC. Of the two Vice-Presidents, one shall represent southern Alberta and one northern Alberta, whenever possible.

Secretary:

It shall be the duty of the Secretary to prepare the agenda for meetings in consultation with the President, distribute the agenda, attend all meetings of the Association and of the Council, and keep accurate minutes of same.

They shall have charge of the seal of the Association, which seal, whenever used, shall normally be authenticated by the signature of the Secretary and the President. If either is unable to act, the second signature may be that of another Council member. If the Secretary is unable to act, their duties shall be discharged by another officer, who shall be appointed by the Council.

They shall be responsible for filing the Annual Return and other documents of the Association pursuant to the Societies Act of Alberta. Other documents include changes in the By-laws and the Code of Ethics. They may delegate the filing of the Annual Return to the Treasurer.

The Secretary shall also keep a record of all the members of the Association and their addresses and send notices of meetings as required. Assigns membership numbers to newly certified members. This task can be delegated to the Administrative Assistant.

Vice Presidents (VP Southern 2 years):

Of the two Vice-Presidents, one shall represent northern Alberta and one southern Alberta, whenever possible.

Preside meeting in the absence of the President

Active participation in committees

Represent the President and the Association as needed

Networking in their areas in the province to promote ATIA

Active role in the implementation of the plans of the Association

Participate in the Association events