

Society for Applied Anthropology in Manitoba Inc. (S.A.A.M.)

Executive Responsibilities

President

- Be the official spokesperson of the Society
- Chair all meetings of the Society
- Be responsible for the coordination, organization and delegation of duties to the Executive
- Be responsible to the General Membership of the Society for actions of the Executive

Vice President (Communications and Membership)

- Be responsible for facilitating communications, maintaining the membership list
- Assume responsibilities when the President is unable to attend meetings or is absent
- Be familiar with all phases/operations of the Society
- Aid in other activities of the Society

Vice-President (Programming)

- Be responsible for coordinating speakers, events, professional development opportunities and organizing regular meetings.
- Assume responsibilities when the President is unable to attend meetings or is absent
- Be familiar with all phases/operations of the Society
- Aid in other activities of the Society

Treasurer

- Be responsible for maintaining an up to date record of all finances of the Society
- Submit a report on the Society finances when called for by the President or the Board
- Control the collection and distribution of funds of the Society
- Aid in other activities of the Society
- Finalized Budget after the Annual General Meeting

Secretary

- Be responsible for maintaining up to date minutes of all Board meetings
- Be responsible for the distribution of minutes to all concerned
- Be responsible to maintain up to date mailing lists of all Society members
- Aid in other activities of the Society

Past President

- Act as an advisor in the operation of the Society

Member-at-large

Committees:

Communications Committee:

- Vice President (Communications and Membership), Chair
- Newsletter Editor
- IT Website Coordinator

Membership Committee:

- Vice President (Communications and Membership), Chair
- Volunteers

Programming Committee:

- Vice-President (Programming), Chair
- Volunteers