

**BRUCE – GREY – OWEN SOUND NDP**  
**Annual General Meeting February 11, 2021**  
**EXECUTIVE Positions 2021**

Position	Description
President	The President works to ensure the effective operation of the association in all areas including administration, fundraising, public relations, and election planning. The President is also one of two required positions by Elections Canada & Election Ontario and must communicate with Elections Canada & Election Ontario on behalf of the EDA as required. The President's responsibilities include chairing executive meetings. As such, the President must have an understanding of basic rules of order (Robert's Rules of Order, EDA bylaws and the Party Constitution). The President must stay informed of all EDA events and the activities of all committees. The President is normally automatically a member of all EDA committees and may attend any meetings with the right to participate and vote on decisions
Provincial VP	will assist the President in carrying out their duties as they relate to provincial activities. The provincial Vice-President will support the EDA with issues, training and support from ONDP. Assist the President with monthly EDA and Membership agendas with provincial items
Federal VP	will assist the President in carrying out their duties as they relate to federal activities. The federal Vice-President will support the EDA with issues and support EDA with issues, training and support from NDP Canada. Assist the President with EDA and Membership agendas with federal items
Secretary Federal/Provincial	The Secretary records the minutes at EDA and executive meetings, and handles correspondence as directed by the executive. The Secretary is also responsible for forwarding to the regional organizer the names, addresses, phone numbers and email addresses of the elected executive, as well as any proposed changes to the bylaws. The Secretary is responsible for notifying Elections Canada and Election Ontario of any change to the President or Financial Agent positions or if a change in auditor occurs. The Secretary is also responsible for reminding executive members of meetings and working with others to ensure all EDA members are informed of special events and general meetings. They maintain a filing system for the EDA that is easily transferable to the next Secretary
Financial Agent includes Provincial CFO Federal Treasurer	the FA keeps account of all expenditures and revenues of the EDA in accordance with Elections Canada and Election Ontario requirements. The FA will prepare and submit financial records for auditing and submission to Elections Canada annually. The FA is the primary signing officer of the EDA's bank accounts, often in conjunction with at least one other signing authority. The FA is responsible for reporting the EDA's financial position at each executive meeting and will prepare an annual financial report (required by Elections Canada and Election Ontario) and budget to each annual general meeting
Past President	Supports and mentors the current president
Membership	Monitor provincial and federal members lists. Chair the membership committee for membership drives.

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Women's Representative	the Women's Representative ensures that the EDA maintains a focus on women's issues and local events. Share Provincial and Federal women's committees and events. Seeks to have gender parity in all endeavors.
Communications	This position monitors riding's social media and website. Monitor MailChimp lists. Responsible for maintaining an online presence for the EDA through social media, keeping the EDA website updated, and sending out regular e-newsletters to update the EDA membership
Aboriginal Representative	Encouraging the participation of Aboriginal peoples in politics and giving a voice to them within the EDA are the guiding principles of the Provincial Aboriginal Committee.
Refuge/Immigrant Settlement Rep	Liaison with local Refuge and Immigrant Settlements updating the executive with how we can support and welcome these organizations
LGBTQ Representative	works to advance the rights of the Lesbian, Gay, Bisexual and Transgender and Queer Ontarians/ EDA. Organizing and supporting a committee celebrates and encourages the participation of the LGBTQ community in the political process locally and provincially.
Labour Council Liaison	Representative on Grey Bruce Labour Council and update the executive with information/events that we can support and open involvement from the Labour Council
Equity & Radicalized Community Liaison	focuses on ensuring that the multicultural nature of EDA, and the perspectives of racialized and ethnic minority are reflected in our membership, our candidates and the political system at large.
Environment	
Seniors & Disabilities Representative	Liaison with local Seniors and Disability local organization updating the executive with how we can support and welcome these organizations/individuals to be involved with our riding. New Democrats living with disabilities and their allies are invited to join the Persons Living with Disabilities Provincial Committee, a space to challenge ableism throughout society and to break down barriers to full participation in Ontario's political system and society at large.
BGOS Youth Co Chair X2	Representative of Bruce Grey Owen Sound NDP Youth Gender parity required
Member at Large Open	A member of the EDA executive without portfolio.
Executive Email Address (Secretary and Communications monitors this email address.	EMAIL: <a href="mailto:Team@bgos-ndp.ca">Team@bgos-ndp.ca</a> Website: <a href="http://www.bgos-ndp.ca">www.bgos-ndp.ca</a> FACEBOOK: <a href="https://www.facebook.com/Bruce.Grey.OwenSound.NDP/">https://www.facebook.com/Bruce.Grey.OwenSound.NDP/</a> TWITTER: <a href="https://twitter.com/BGOS_NDP">https://twitter.com/BGOS_NDP</a>

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Bruce-Grey-Owen  
Sound ND Youth

TWITTER: <https://twitter.com/BgosNdpYouth>

FACEBOOK:

<https://www.facebook.com/Bruce-Grey-Owen-Sound-New-Democratic-Youth-335993383484567/>

EMAIL: [bgosndy@gmail.com](mailto:bgosndy@gmail.com)

**Delegates and Representatives**

	<b>Description</b>
Provincial Council Delegate x2	
Provincial Council Alt x2	
South Western Council x2	



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