



NORTHERN ALBERTA SHOPPING CENTRE ASSOCIATION

# BYLAWS

EFFECTIVE DATE April 1, 2018

PRESIDENT: SEAN KIRK \_\_\_\_\_

VICE-PRESIDENT: TAMMY ABBOTT \_\_\_\_\_



## EXECUTIVE STANDARDS

- ◆ Must work within or provide service to the Shopping Centre Industry.
- ◆ Must participate in a minimum of 80% of all meetings including Executive meetings and General Membership meetings and events.
- ◆ Represent NASCA in an ethical and professional manner.
- ◆ Actively solicit new members.
- ◆ Must meet the criteria established for the specific position.
- ◆ Must be a NASCA member in good standing.
- ◆ Executive members who vacate a position shall provide reasonable notice and shall attempt to provide the Board with suitable replacement recommendations.
- ◆ Must be prepared to commit time as required to carry out their duties.
- ◆ Will be compensated for any out-of-pocket expenses incurred while conducting Board business. This includes any registration fees imposed by the Board for luncheons or mixers other than the golf tournament.
- ◆ Term of service shall be two years from April 1st. to March 31st.



## EXECUTIVE POSITIONS

- ◆ President
- ◆ Vice-President
- ◆ Communications Coordinator
- ◆ Directors – Eight in total. The Board will establish the following positions:
  - Secretary
  - Treasurer
  - Directors At Large

## EXECUTIVE RESPONSIBILITY

Executive members are required to define and accomplish the Association Mission by promoting the Shopping Centre Industry, encouraging membership and planning and executing a variety of business meetings, social events plus an annual golf tournament for the general membership.



## EXECUTIVE DUTIES

### PRESIDENT

- ◆ Candidate shall be or shall have been a Shopping Centre Manager.
- ◆ Shall preside over all meetings and functions of the Executive and of the General Membership. Shall represent the Association in public forums where required.
- ◆ Shall serve as an ex-officio member of the Association and subcommittees however appointed.
- ◆ May designate any member to temporarily fill any vacancy on the Executive or any subcommittee.
- ◆ Shall enforce the Bylaws of the Association.
- ◆ Shall call and oversee election of Executive members.
- ◆ Shall review financials, approve non-routine expenditures and report financials to the general membership on regular basis.

### VICE-PRESIDENT

- ◆ Candidate shall be or shall have been a Shopping Centre Manager.
- ◆ Shall provide support to the President and perform tasks as may be required from time to time.
- ◆ In the absence of the President, shall preside over and conduct meetings and perform the duties of the President.



## EXECUTIVE DUTIES

### COMMUNICATIONS COORDINATOR

Candidate shall be or shall have been a Marketing professional or have education/  
background in Marketing/Communications.

- ◆ Responsible for all communications to the General Membership including the preparation of notices.
- ◆ Field and answer questions promptly.
- ◆ Responsible for developing, leading and executing NASCA's social media platforms ( Facebook, Twitter etc.).
- ◆ Responsible for maintenance and updating of the NASCA website and for the posting of function notices with registration capability.

### SECRETARY

- ◆ Record, prepare and circulate minutes of all Executive and other meetings as required.
- ◆ Maintain a file system of minutes from all meetings.
- ◆ Provide support to the Executive and perform tasks as may be required from time to time.
- ◆ Track attendance at scheduled events and assist with registration.
- ◆ Assist with all meetings and events.
- ◆ Maintain an electronic database of the Executive and General Membership details and contact information.
- ◆ Provide attendee name tags at meetings and functions.



## EXECUTIVE DUTIES

### TREASURER

- ◆ Maintain a record of accounts receivable and payable.
- ◆ Perform banking duties.
- ◆ Secure Executive approval for non-routine expenses.
- ◆ Submit bank reconciliation to President for review when requested.
- ◆ Present financial update to President prior to Executive and General Membership meetings.

### DIRECTORS AT LARGE

- ◆ Be responsible for coordinating and executing at least one NASCA event per year ( Lunch and Learn, Christmas Event, Golf Tournament etc.) with support from Board members.
- ◆ Work with the Executive and on subcommittees as required to effectively accomplish the mission of the Association and to build good will.
- ◆ Work with the Executive to define membership goals and to solicit new members.
- ◆ Meeting and event planning to include venue selection, defining meeting focus, arranging for special guests / speakers or activities, meal service, door prizes, draws, calculating attendee costs, investigate accessibility and parking availability. Report to Executive and summarize all final details for Communications. Assign duties to the Executive.
- ◆ Coordinate closely with Communications Coordinator to ensure that members are informed and that the Executive and subcommittees have feedback from the general membership.
- ◆ Assist with all meetings and events or other duties as may be assigned.
- ◆ Have all costs approved by the Executive before ordering and submit estimates and invoices to the Treasure for payment.