

Duties and Responsibilities of Table Officers

All positions except Past President and President are open for election annually.

PAST PRESIDENT

- Act as advisor to the president and the Executive Board in general.
- Ensure that the Executive operate in accordance with the constitution.
- Act as keeper of the historical records as the council historian.
- Solicit nominations from membership for each of the Table Officer positions.
- Coordinate the GEOEC's recognition of individuals and organizations, and solicit recommendations and nominations for awards at least two months prior to AGM.
- Report annually and maintain a registry of awards presented by the GEOEC.

PRESIDENT

- Maintain liaison with ATA personnel, PEC representative and staff officer assigned to the GEOEC
- Call, set agenda for and chair all meetings of the Table Officers and Executive Board.
- Arrange for the old and new Executive Board to meet near the end of term of office to pass on information and receive files.
- Submit an annual written report about GEOEC activities to the ATA
- Attend annual Seminar for Presidents of Specialist Councils.
- Submit written reports at Executive meetings as required.
- Keep Executive informed of developments.

PRESIDENT ELECT

- Assist the president as required, and act in the absence of the president.
- Maintain liaison with committee chairs and report to Table Officers.

SECRETARY

- Take minutes of all Table Officer and Executive Board meetings.
- Send minutes, and action plans to Executive, ATA Staff Advisor, PEC representative and GEOEC Community Liaisons.
- Have copies of previous year's AGM minutes available at the current AGM.
- Handle correspondence and communication, in conjunction with President.

TREASURER

- Take charge of all money received and/or collected by the Council, and disburse funds as authorized by the Table Officers.
- Keep accurate record of the financial affairs of the Council for both the account held at Barnett House and the current account.
- Provide a statement of account to each meeting of the Table Officers.
- Have books ready for audit by Barnett House at the end of each fiscal year (June 30)
- Attend annual Seminar for Treasurers of Specialist Councils.
- Present audited financial statement to the AGM
- Provide consultative services to the Conference Director.

PROFESSIONAL DEVELOPMENT

- Assess needs, make recommendations and provide in-service opportunities to GEOEC members in addition to annual conference.
- Establish, maintain and recommend a list of resource people.
- Submit a report of PD activities to the AGM.

PUBLIC RELATIONS / MEMBERSHIP

- Deal with issues relating to the image of the GEOEC and environmental education focusing specifically on outside groups.
- Actively promote membership among interested members of the public.
- Work with the conference committee to ensure that they have an up-to-date membership list, and that the conference is promoted to non-members.
- Coordinate the development, interpretation and implementation of public relations policies.
- Submit a report on PR/ Membership activities to the AGM.

PUBLICATIONS

- Coordinate and act as editor for any publications that pertain to the goals and objectives of the GEOEC.
- Attend the annual Seminar for Specialist Council Editors.
- Submit a report of Publications activities to the AGM.

CONFERENCE DIRECTOR (2008)

- In consultation with the Table Officers, plan and carry out an annual conference program which is to be outlined in the fall and published at least two months prior to the conference.
- Keep a conference file. Pass this file on to the Conference Director-Elect.
- Attend annual Seminar for Conference Directors of Specialist Councils.
- Submit an audited financial statement to the Table Officers within two months following the conference. Present this statement to the Executive Board at the first fall meeting.
- Submit all financial records to Barnett House on or before June 30 for auditing.

CONFERENCE DIRECTOR-ELECT (2009)

- Serve as a member of the conference steering committee in preparation for the following year.
- Assist the Conference Director as required.

NOTE: (It is not essential that this person attend Executive meetings).

COMMUNITY LIAISONS (Two Positions)

- This is a non-voting appointed position, created to facilitate sharing of experience and knowledge between community (non-formal) and school-based (formal) educators. It acknowledges the significant contribution of non-formal educators to global, environmental and outdoor education.