



## ADMINISTRATIVE STAFF ASSOCIATION

The new Administrative Staff Association (ASA) Executive Slate is:

### **Co-chairs: Doug Ouderkirk and Jennifer Daly-Cyr**

The Chair shall preside over all meetings of the Executive Committee and general membership. The Chair shall be the executive officer of the Association and shall represent the Association before the public either *personally or through delegates*. Wayne McIntyre will serve as Past Chair.

### **Vice Chair: Vacant**

The Vice Chair shall preside at meetings in the absence of the Chair and shall perform all other functions usually attributed to this office and assigned by the Chair. The Vice Chair shall assume the Office of Chair upon the inability of the Chair to complete his or her term of office.

### **Treasurer: Diane Charlebois**

The Treasurer shall hold the funds of the ASA and disburse them upon authorization of the Executive Committee. The Treasurer shall keep an accurate record of receipts and disbursements and prepare an annual statement for publication to members at each general membership meeting

### **Events Director: Joanne McDonald**

The Events Director shall manage the organization and execution of association events as outlined by the Executive Committee. The Events Director will keep records of feedback obtained from the events to ensure future events are in line with the desires of the membership.

### **Communications Director: Alanna McDonell**

The Communications Director shall disseminate information to the membership. The Communications Director will assist in communicating events and in developing information pieces that are distributed to the membership.

### **Membership Director: Grant Perry**

The Membership Director shall maintain updated membership lists of the ASA Executive Committee and the general membership. The Membership Director will provide OCASA membership packages as required. Completed membership forms are to be forwarded to OCASA and Algonquin College payroll for processing.

### **Secretary: Miranda Wilson and Michelle Tait-Eburne**

The Secretary shall keep accurate minutes of the meetings of the ASA Executive Committee and the general membership. The Secretary shall assist the Chair with official correspondence and maintain office files of correspondence and other records pertaining to the Association.

### **Directors at Large: Brent Brownlee, Helena Ngou, Wilma McCormack**

Directors at Large assist the Executive with planning and decision making. They contribute to the general operation of the Executive and to the events organized by the Executive. They also assist with projects that may arise from queries from the membership.

### **College Representative to OCASA: Joanne McDonald**