



Executive and Board Workshop Form

Alberta Community Art Clubs Association

Society No. 500053301
Registered Charity No. 8984 20948 RR001

WORKSHOP CRITERIA

Executive (elected) terms of office at the AGM

- President - 2 year term + 2 years as director
- Secretary - 2 year term + 2 years as director
- Treasurer - 2 year term + 2 years as director
- Vice President - 2 year term + 2 years as director

Should any of the elected Executive Officers / Directors withdraw from serving their full term, a written or formal notice must be presented to and accepted by the Executive and Board.

All other Board terms (Newsletter Editor, Zone Representative, Publicity Chairperson, Juror Selector, Exhibit Chairperson, Membership Chairperson, Casino Chairperson) are designated the time when the position is taken and ceases upon written or formal notification to the Executive and Board.

As members of the ACACA Executive and Board, you may be reimbursed up to \$400 for a workshop / seminar that you have attended.

The Executive Workshop Report must be submitted after you have taken the workshop and the following criteria must apply.

- Must be preapproved by the Executive and Board.
- Must use Executive Request for Workshop form.
- Must be applied to a recognized workshop or course.
- Cannot be used to purchase equipment or tools for personal use.
- ACACA promotional material should be brought to the workshop.

Approval can be done electronically.

Available to members of the Executive and Officers who have served on the Board at least one year.

name _____

address _____

phone _____

email _____

workshop

type _____

place _____

date _____

instructor _____

cost _____

Upon approval please submit a copy of the workshop receipt along with a Report form to the Treasurer for reimbursement.

Submit to: _____

ACACA Treasurer

Date submitted _____



Executive and Board Workshop Report Form

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This form must be submitted to the Treasurer for re-imbusement, along with your receipt of payment for the workshop.

name _____

address _____

phone _____

email _____

workshop

type _____

place _____

date _____

instructor _____

cost _____

Submit to: _____

ACACA Treasurer

Date submitted _____