

Congratulations!

Congratulations on your election to your section executive! This type of leadership role may be new to you ... the AMA is here to help.

Here's some important information for section executive members.

Tips for Being an Effective Section Executive Member

- ✓ Review your section bylaws.
- ✓ Know the responsibilities specific to your role.
- ✓ Communicate with your section members; advocate on their behalf.
- ✓ Take advantage of resources and assistance offered by the AMA.

Section Bylaws

Your section bylaws are available on your section webpage under the AMA website (member login required) [Pages for section members | Alberta Medical Association \(albertadoctors.org\)](#).

Section Executive Responsibilities

The roles and responsibilities of the section executive (including responsibilities specific to each elected official) are outlined in your section bylaws and in AMA policy. The executive is responsible for conducting the business of the section between meetings of the membership, within any policies established by the membership. Responsibilities include:

- Hold an executive meeting at least once per year.
- Hold an Annual General Meeting for your section members. AGM requirements are outlined in the bylaws.
- Provide minutes and executive updates to the AMA (via Section Services).
- Maintain section finances (pay bills, annual report, annual budget).
- Maintain section membership list and meeting minutes.
- Elect or appoint AMA Representative Forum delegate(s); the delegate is responsible to provide a written report to each regular RF meeting (spring and fall).

Established by RF, the Governance Oversight Group monitors section compliance on the following requirements:

- Attendance at and reporting to RF
- Section bylaws consistent with AMA requirements
- Provision of minutes and executive updates to the AMA on an annual basis.

Communication with your Members

We know your section members appreciate hearing from you and appreciate your advocacy on their behalf. The AMA can assist in a variety of ways. Visit [Communications | Alberta Medical Association \(albertadoctors.org\)](#) to learn more.

Resources

Resources are available. Visit [Pages for section executives: Sections 101 | Alberta Medical Association \(albertadoctors.org\)](#) to learn more.

New section executive members are encouraged to attend an orientation session sponsored by Section Services. Contact Section Services for information on the next session.

Supports provided by the AMA (all services are offered free of charge):

- **Financial support.** Each section receives \$25 for each AMA member (\$12.50 for each first-year-in-practice member) designated (subscribed) to the section and a \$3,000 lump sum to support general operating costs for the section.
 - Contact: Ali Taliani, Corporate Controller ali.taliani@albertadoctors.org
- **Section dues collection.** Services include collection of section dues as part of AMA membership renewal form. All dues collected flow directly to the section.
 - Contact: Ali Taliani, Corporate Controller ali.taliani@albertadoctors.org
- **Accounting support.** Services include monthly financial statement preparation; bill payment/bank deposits for honoraria and section grants; government reporting such as GST or payroll; direct deposit.
 - Contact: Ali Taliani, Corporate Controller ali.taliani@albertadoctors.org
- **Administrative support.** Services provided include meeting support; assistance with bylaws; coordination with AMA staff; communications with section members; section web page support; AMA Section News.
 - Contact: Debra Bevan or Michelle Hawgood, Section Services section.services@albertadoctors.org
- **Governance support.** GOG was established to support, assist and educate RF delegates on how to meet their roles and responsibilities. For example, GOG conducts an annual section member survey; results are provided to section executive members.
 - Contact: Dr. Scott Beach, GOG Chair RFgovernance@albertadoctors.org or Christina Robbins, Coordinator, Events and Governance christina.robbins@albertadoctors.org
- **Mediation assistance.** As an impartial third party, the GOG chair provides informal mediation support for disputes within and between sections. Inquiries are handled by the GOG chair and AMA CEO, or referred elsewhere, depending on the circumstances. The chair and CEO may seek legal advice, if necessary.
 - Contact: Dr. Scott Beach, GOG Chair RFgovernance@albertadoctors.org.
- **Meeting management.** Questions about rules of order or how to run a meeting? Would you like a copy of Roberts Rules of Order in Brief? The AMA Speaker can assist.
 - Contact: Dr. Carl Nohr, AMA Speaker AMASpeaker@albertadoctors.org.

Questions?

- Questions regarding your section executive role or responsibilities? Contact section.services@albertadoctors.org; Debra and Michelle will assist or ensure your query is directed to the appropriate staff member.
- Questions regarding the AMA Representative Forum or the Governance Oversight Group? Contact christina.robbins@albertadoctors.org.

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https://.../governance/rf_gog/section_executive_welcome_package/section_executive_guide_-_new_-_july_2023.doc