

## Leadership Committee

Darius Mikolajewski - President  
Graham Gunn - Treasurer  
David Bruinsma - Secretary

### Position descriptions:

#### President:

- Chair the meeting
- Send out the reminders about the meetings
- Responsible for financial solvency and membership growth
- Monitor bank account
- Fill out the form from Consumer Affairs re financial status and AGM date - once per year
- Liaise with the venue
- Ensure payment of bills
- General legal compliance
- Website maintenance

#### Treasurer:

- Prepare financial statement
- Issue invoices
- Collect and follow up membership dues
- Collect money at meetings (from guests)
- Pay bills
- Maintain financial records

#### Secretary:

- Record attendance at meetings
- Record referrals
- Discipline members at meetings re timing / referrals
- Liaise with local papers etc. when special meetings are being conducted
- Organize bigger events (invite guests, organize a speaker)
- Speaker rosters
- Welcome guests at meetings
- Collect business cards
- Collect statistics
- Look after Network's banner and business card box