



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

AVICC EXECUTIVE ELECTED POSITIONS

The [AVICC Bylaws](#)¹ include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

PRESIDENT

- Acts as Meeting Chair at Executive Meetings and at the Annual General Meeting;
- Participates in discussion, provides and votes on motions;
- Approves communications, meeting agendas, and financial transactions;
- Represents AVICC at external meetings and reports back to the AVICC Executive;
- Provides staff oversight;
- Handles all media relations;
- Hosts the AVICC luncheon at the UBCM Convention;
- Oversees the planning of the AVICC AGM & Convention; and
- Other functions as assigned by the AVICC Executive.

FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT

- Acts as Meeting Chair if the President is absent from the meeting;
- Acts in the role of President in their absence;
- Participates in discussion, provides and votes on motions; and
- Other functions as assigned by the AVICC Executive.

DIRECTORS AT LARGE (FOUR POSITIONS) AND ELECTORAL AREA DIRECTOR

- Participates in discussion, provides and votes on motions.
- Other functions as assigned by the AVICC Executive.

IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)

The immediate Past-President remains part of the AVICC Executive and acts in an advisory role to the President. The Past-President participates in discussion, provides and votes on motions, and acts as the Chair of the Nominating Committee.

AVICC'S EXECUTIVE DIRECTOR

The Association has one full-time permanent staff person, who acts as Secretary-Treasurer of the Association. They also provide the key administrative and operational functions for the organization, and report to the AVICC President on behalf of the AVICC Executive.

¹ https://avicc.ca/wp-content/uploads/2026/04/2026-AVICC-Bylaws_CURRENT.pdf

EXECUTIVE MEETINGS

The full Executive meets eight times a year (6 virtual and up to 2 in-person), following this general pattern:

- June Inaugural Regular Meeting- virtual
- June Advocacy Planning Meeting- virtual
- August- virtual
- October- in-person or virtual (at the discretion of the Executive)
- December- virtual
- January- virtual
- March- virtual
- Thursday preceding the Annual Convention (afternoon)- in-person

ADDITIONAL INFORMATION

- If required, there may be a brief administrative meeting onsite after convention to discuss orientation and on-boarding with any newly elected Executive members.
- Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday. The October in-person meeting is typically held in Nanaimo.
- Meeting per diem are provided for virtual and in-person Executive meetings.
- Travel expenses, a meal per diem and incidental reimbursements are provided for in-person Executive Meetings (except for the meeting held in conjunction with the annual convention.)
- AVICC Executive members are not reimbursed for regular travel or registration costs incurred for attending the annual convention.
- AVICC will pay for one additional night's hotel costs necessary for AVICC Executive members to arrive a day early to attend the in-person Executive meeting on the Thursday preceding convention.