

NOTICE OF FIRST DIRECTORS AND OFFICERS

The directors of a society are responsible for the direction and management of the society. Their authorization is required to appoint any officers or before entering into certain contracts. A general list of the powers of directors can be found at section 30 of the By-laws (the “**By-laws**”). As provided in the explanatory note for the Memorandum of Association (the “**Memorandum**”), the subscribers to the Memorandum will be the initial directors of the Society.

The officers of a society are responsible for the daily management of the society. Sections 33 and 34 of the draft By-laws provide for up to four officers: a Chairman, a vice-chairman, a Secretary and a Treasurer. The officers have the following general responsibilities:

- **Chairman:** The Chairman shall have general supervision of the activities of the society and shall perform such duties as assigned by the members.
- **Vice-Chairman:** The Vice-Chairman shall perform the duties of the Chairman during the absence, illness or incapacity of the Chairman or during such period as the Chairman may request him or her to do so.
- **Secretary:** The Secretary shall keep the minutes of meetings of the members and directors and shall perform other duties as assigned by the members.
- **Treasurer:** The Treasurer shall be responsible for maintaining or supervising the financial records of the society and shall perform other such duties as assigned by the members.

Notwithstanding the above, the members may alter the By-laws if they collectively decide that they would like to provide for alternate officers. Such options can be discussed with a professional advisor.

INSTRUCTIONS FOR COMPLETING DRAFT NOTICE OF FIRST OFFICERS AND DIRECTORS

1. Enter the name of the society, as reserved with the Registrar of Joint Stock Companies, in the heading. See “Church Incorporation Instruction Sheet (NS)” for more details on reserving a name.
2. Each Director or Officer must provide their name, occupation and signature. They must also check the box indicating if they are a director, an officer or both. If they are an officer, they must indicate the position held.
3. The office of Treasurer is optional, and if desired by the members may be dispensed with, or held by the secretary, in which case the Secretary should insert “Secretary/Treasurer” in the “Position Held” space.
4. Ensure that the document is signed and dated by the Secretary of the society.

LIST OF FIRST DIRECTORS AND OFFICERS

OF

_____ CHURCH

The following are to serve as first directors from the date of incorporation until the close of business at the first annual general meeting.

_____	_____	_____	o Director o Officer
NAME	OCCUPATION	SIGNATURE	

	POSITION HELD (if Officer)		

ADDRESS			

_____	_____	_____	o Director o Officer
NAME	OCCUPATION	SIGNATURE	

	POSITION HELD (if Officer)		

ADDRESS			

_____	_____	_____	o Director o Officer
NAME	OCCUPATION	SIGNATURE	

	POSITION HELD (if Officer)		

ADDRESS			

NAME

OCCUPATION

SIGNATURE

o Director
o Officer

POSITION HELD (if Officer)

ADDRESS

NAME

OCCUPATION

SIGNATURE

o Director
o Officer

POSITION HELD (if Officer)

ADDRESS

Dated the _____ day of _____, 20_____.

, Secretary