



The Canadian Prairies Group of Chartered Engineers

Roles and Responsibilities - 2015

Purpose

This document is to capture the roles and responsibilities of each position within the CPGCE Executive Committee.

Chair

- Provide leadership within the CPGCE
- Ensure that the Executive Committee functions properly
- Ensure that the Executive meetings and Annual General Meeting (AGM),
 - are planned effectively and conducted in accordance with the Constitution
 - there is full and active participation by all Executive Members during meetings
 - all relevant matters are discussed in an orderly and efficient manner
 - effective decisions are made and carried out
- In conjunction with the Executive, ensures that appropriate policies and procedures are in place for the effective management of the organization
- Recruit new Executive Members and create a diverse board to ensure fair representation from all the sponsoring Institutions
- Provide impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the organization, liaising with the Vice-Chair to achieve this.
- To communicate effectively the vision and purpose of the organization.
- To advocate for and represent the organization at external meetings and events.
- To be aware of current issues that might affect the organization.
- Counter signature as required

Vice-Chair

- Assist the Chair in ensuring that the agreed tasks and functions of the Executive are carried out.
- Preside at meetings of the Executive when the Chair is not present and ensure that the decisions made are in line with the aims and objectives of the CPGCE.
- Support the Chair in their role, taking over some of the Chair's work load when necessary or when asked to.
- With the Chairperson, establish and maintain harmonious relationships with Executive and CPGCE members and to encourage effective communication within and outside the organization
- Succeeds as the Chair at the AGM at the end of the 2 year tenure of the previous Chair

Past Chair

- Acts for the Chair when she/he is not available and undertakes assignments at the request of the Chair.
- Provides advice to the Executive Committee as required.

Secretary

- Support the Chair in ensuring the smooth functioning of the Executive Committee
- Ensure Executive Meetings and AGMs are effectively organized and minutes prepared:
 - Agendas and Minutes prepared in a timely fashion
 - Liaise with the Chair to plan meetings
 - Receive agenda items from committee members
 - Circulate agendas and reports
 - Checking quorum is present at the meetings
 - Take minutes of the meetings
 - Circulate approved minutes
 - Check agreed actions are carried out
- Act as a reference point for the Chair and other Executive Members:
 - Clarifying past practice and decisions
 - Retrieving relevant documents
 - Upholding the requirements of the Constitution
- Distribute Executive and AGM meeting minutes to all committee members, Institutional Representatives and the Sponsoring Institutions
- Maintain Technical Presentation sign-in sheet records
- Advise Membership/Database to add e-mail addresses of non-members requesting to be notified of Technical Presentations.
- Circulate agendas and minutes of the Annual General Meeting (AGM) and any special or extraordinary general meetings
- Keep all records and act like a Librarian
- Manage effective records and administration by:
- Keeping up to date the contact details of the Executive Committee Maintain an electronic file of all the records, agendas, minutes, reports, newsletters etc.

Treasurer

- Provide general financial oversight:
 - Oversee and present budgets and financial statements to the Executive Committee
 - Ensure use of funds complies with guidelines set by the Sponsoring Institutions
 - Ensure proper records are kept of receipts and expenditures
 - Advise on financial implications of strategic and operational plans
- Prepares annual CPGCE Budget for UK based IMechE coordinator, and North American IMechE coordinator
- Responds to budget queries for IMechE Coordinators
- Requests payment tranches from London

- Ensure effective monitoring and reporting
- Manage the CPGCE bank account
- Set up appropriate system for issuance of CPGCE cheques for the payment of any accounts payable as authorized by the Executive Committee

Assistant Treasurer

- Acts for the Treasurer when she/he is not available.
- Counter signature as required
- Assists in preparation and review of annual CPGCE budget

Membership/Database

- Point of contact for the UK Sponsoring Institutions membership database.
- Maintain database confidentiality by adhering to the appropriate Institutional Data Protection Document
- Maintain the CPGCE membership database and cross-reference with UK Institutional databases
- Prepare a separate list for non-members requesting to be included in the distribution list for notification of Technical Presentations.
- As required, provide updated mass e-mail list for communication purposes

Webmaster

- Maintain and update CPGCE.org website
- Update website as required to announce Technical Presentations, AGMs and any other activities
- Advise Executive Committee on new developments, technical issues and requirements of the website
- Recommend to the Executive Committee any modifications required on the website
- Liaise with external web designer to update and maintain the website.

Technical Presentations Lead

- Point of contact for the monthly Technical Presentations
- With the assistance of the Executive Committee, ensure a good balance of topics which cover all the various disciplines
- With the assistance of the Executive Committee seek out the speakers for the various topics selected
- Schedule the speakers based on their availability
- Obtain the speaker's bio and abstract
- Advise the Webmaster to insert the presentation details on the website
- A week prior the presentation, follow up to send out the e-mail notification
- Check the requirements of the speaker for the presentation and make appropriate arrangements e.g. projector and/or laptop computer etc.
- Welcome the speaker at the Technical Presentation

- Obtain a copy of the presentation from the speaker with a view to preparing a summary for the Newsletter
- Assist the Newsletter Editor or request assistance from an Executive Committee Member to prepare a summary for each of the presentation for the Newsletter

Scholarship Lead

- Point of contact for Scholarship team
- Review applications
- Reach consensus with the Scholarship team for the winner(s)
- Report final decision to CPGCE Executive Committee
- Make arrangements for the winner(s) to attend the AGM to receive the award(s)
- Review the scholarship requirements and if necessary, recommend changes to and for approval by the Executive Committee

Scholarship Team Members (2)

- Review applications
- Reach consensus with the Scholarship team for the winner(s) Review the scholarship requirements and if necessary, recommend changes to and for approval by the Executive Committee

Newsletter Editor

- Publish an electronic Newsletter annually or semi-annually to be issued in December just prior to the AGM
- Assist the Technical Presentation Lead or request assistance from an Executive Member to prepare a summary for each of the presentation for the Newsletter
- Ensure the newsletter meets the Executive Committee's expectation in terms of content, appearance and timely delivery annually or semi-annually.

UK Institution Liaison

- Main contact between CPGCE and UK Sponsoring Institutions
- Assist with C.Eng and I.Eng registration and applications
- Promote CPGCE with the UK Sponsoring Institution
- Actively assist the Executive Committee by accepting other positions listed above ***[NTD: IF WE HAVE INSUFFICIENT MEMBERS TO FILL THE ABOVE ROLES, THEN THE LIAISONS SHOULD BE ABLE TO FILL THE VACANT POSITIONS].***

Communications/Outreach & Marketing

- Coordinating with CPGCE board members to increase awareness of CPGCE and the sponsoring institutions within the community.
- Developing communication materials to increase awareness of CPGCE purpose and events to regional institution members and the community at large.
- Working with the CPGCE newsletter developer and webmaster on the development and publishing of CPGCE event announcements, the newsletter, website and social media content.
- Coordinating with UK institution liaison members to arrange the publication the CPGCE and its events through institution resources.
- Coordinating with regional professional and educational institutions, local business to arrange communication of CPGCE and its events.
- Arranging for acquisition of approved communication / marketing materials to promote CPGCE.