

## **BC Institute of Agrologists Vancouver Branch Executive Committee Responsibility outline**

### **What is the executive committee?**

The executive committee (EC) consists of volunteer members of the Vancouver Branch of the BCIA who are elected to serve in various positions that make up the committee.

Positions include:

- President
- President Elect
- Provincial Councilor
- Treasurer
- Secretary
- Professional Dev. Coordinator
- Articling Agrologist Coordinator
- Directors (2-3)
- Student Representative

*Bylaws require a Branch Executive Committee to be a minimum of at least Branch President, Councilor, and one other branch member.*

### **How is the executive committee formed?**

The EC is elected annually at the Vancouver Branch Annual General Meeting (AGM). During the AGM, members present are asked to nominate candidates for the committee. If there is only one candidate nominated for a position, they are confirmed without a vote. If there is more than 1 candidate nominated, they are asked to state why they would like to serve on the EC and a vote by members present is taken.

### **What does the executive committee do?**

The EC governs the affairs of the Vancouver Branch including the following:

- Arranges Branch meetings and the Vancouver Branch AGM;
- Organizes professional development activities including the Innovations in Agrology program
- Identify topics of interest, liaise with speakers, and organize event venues.
- Coordinates the branch's Articling Agrologist program
- Manages the Vancouver Branch funds (\$30 is received each year for every branch member)
- Communicates members' issues to BCIA Executive Committee through the branch Councilor

The EC Committee generally meets about 10 times a year. Meetings are held in the evenings during the week in locations that are easily accessible to members. Meetings generally last about 2 hours and are primarily devoted to planning activities. Dinner is provided at EC meetings.

### **Why join the executive committee?**

Learn about the business of the professional Institute, help develop professional development activities, meet new people, expand your professional network & work with some great people!

### **Branch President (1 year term)**

- Schedules and conducts the EC and branch meetings within the guidelines of Roberts Rules of Order.
- Ensures the business of the branch is conducted in a professional, timely, efficient and ethical manner.
- Encourages community involvement, interest and visibility; and helps expand the membership base.
- Represents the branch as necessary at BCIA functions and other professional or community events.
- Addresses branch members concerns and questions as necessary.
- Leads the planning of branch events and provides support to other EC members as and when needed.

### **President Elect (2 year term- second year as president)**

- Assists the Branch President and other EC members on an as needed basis.
- Becomes the Branch President the following year.

### **Treasurer (2 year term)**

- Maintains excel spreadsheet of financials for branch and gives a brief report at the EC meetings.
- Prepares projected annual budget for the branch to be approved by the EC.
- Provides the BCIA financial officer with all invoices and expenses incurred by branch and approves for payment by BCIA office.
- Receives financial spreadsheets from BCIA office.
- Prepares a Treasurer's Report for presentation at the branch AGM.

**Branch Councilor (2 year term elected at BCIA AGM)**

- Elected by Branch for two year term to serve on BCIA Council with prime responsibility to governance of BCIA.
- Attends BCIA Council meetings and reports Branch activities and concerns to the provincial Council.
- Updates the Branch EC on BCIA Council activities and prepares a report for branch members at the AGM.

**Professional Development (PD) Coordinator (2 year term)**

- Leads coordination of professional development within the branch.
- Works with the Fraser Valley branch to coordinate hosting the PD event on alternating years.
- Prepares a report for branch members at the AGM.

**Articling Agrologist (A.Ag.) Coordinator (2 year term)**

- Liaises with new A.Ag.'s. providing information about the articling period and branch activities.
- Recruits P.Ag.'s to act as mentors and inform them of their responsibilities in the A.Ag. program.
- Assists new A.Ag.'s in finding a mentor
- Keeps records of A.Ag.'s and their mentors in the branch, prepares a report for the AGM and provides this
- Transfer information to newly elected or appointed A.Ag Coordinator.
- Track and report number of new AAg's and new P.Ag. at each branch meeting
- Organize and present at least one AAg Workshop

**Secretary (1 year term)**

- Records the minutes for EC meetings and distributes them to EC members via email.
- Assists in planning branch events and provides support to EC members when needed.
- Attends the branch AGM and records the minutes.
- Keeps records of all branch meetings and collates them in a binder.

**Directors (1 year term)**

- Lead or assist in planning branch events and provide support to EC members as needed.

**Student Representative (1 year term)**

- Liaise with students from several post-secondary schools.
- Post and distribute event information to students
- Encourage student member registration