



BRIEFING NOTE:

Chapter Executive Positions and Elections

BACKGROUND:

Chapter Executives are responsible for the day to day management of the Chapter. Below is an overview of the requirements that ACEC-Ontario Chapter Executive members are expected to follow when establishing its new Chapter Executive and executing their responsibilities. Details on the responsibilities of Chapter Executive positions are also outlined below.

By-Law Requirements

ACEC-Ontario by-law requirements for chapter executive positions include:

- a) The Chapter shall establish a Chapter Executive to be responsible for the day to day management of the Chapter, subject to the general oversight of the Board. The Chapter Executive shall consist of a minimum of two (2) to a maximum of eight (8) persons as determined by Chapter Members (Section X, 10.05 [e], page 37).
- b) Chapter Executive members shall be elected by Chapter Members (Section X, 10.05 [e], page 37).
- c) All Chapter Executive members must be employees of Chapter Members having an office in the geographic area of the Chapter, be resident in Ontario, and have obtained advance permission from his/her Firm Member consenting to him/her acting as a Chapter Executive member (Section X, 10.05 [e], page 37).
- d) At any time, not more than one (1) Chapter Executive member can be from the same Firm Member (Section X, 10.05 [e], page 37).
- e) Each Chapter Executive shall consist of a Chapter Chair and at least one other position (e.g., a Chapter Secretary or a Chapter Vice Chair) (Section X, 10.05 [e], page 37).
- f) The Chapter Executive may designate additional positions as it determines appropriate and may set out the duties for those positions (Section X, 10.05 [e], page 38).
- g) The term of office of Chapter Executive members shall be two (2) years, calculated from the date of the annual meeting of the Chapter at which their election takes place until the first annual meeting of the Chapter next following or until their successors are appointed. Chapter Executive members may serve a maximum of five (5) consecutive terms, and the position of Chapter Chair may not be held by the same person for more than three (3) consecutive terms (Section X, 10.05 [e], page 37).



Chapter Executive Positions

As noted above, there is a requirement for each chapter to have a minimum of 2 executive positions, including a Chairperson. The maximum number of executive positions is 8. Each Chapter has the flexibility to choose which additional executive positions they wish to have and the duties they are responsible for.

Additional executive positions include, but are not limited to, **Vice Chair, Secretary, Treasurer, Business Practices Committee Representative.**

Chapter Chair responsibilities include:

- Acting as the Chairperson during Chapter meetings
- Submitting Chair reports to the Board of Directors of the Corporation prior to every board meeting (approximately 5-6 times per year)
- Attend ACEC-Ontario Board of Directors meetings as a guest

Chapter Vice-Chair responsibilities can include:

- Assist Chairperson when needed, including acting as the Chairperson in the event the Chair is unable to participate in Chapter meetings
- Act as the Chapter representative on the Member Engagement Committee (this responsibility can be given to the Chair or Vice-Chair of the Chapter) (approximately 4-5 meetings per year)

Chapter Secretary responsibilities can include:

- Record chapter meeting minutes
- Distribute meeting documentation, including agenda and minutes, prior to chapter meetings
- Maintain slate of candidates for upcoming chapter elections
- Communicate changes in volunteer participation of the chapter to ACEC-Ontario staff

Chapter Treasurer responsibilities can include:

- Submitting budget requests to ACEC-Ontario staff
- Maintaining financial information of the chapter (e.g., budget, expense forms) in accordance with ACEC-Ontario's FAC Approved Budget Guidelines for Chapters

Business Practices Committee Representative responsibilities include:

- Act as the BPC representative for the chapter
- Attend ACEC-Ontario BPC meetings throughout the year (approximately 5-6 times per year)
- Provide updates on Chapter activities to BPC
- Provide updates on BPC activities to Chapter



Details of the responsibilities given to each Chapter Executive position are flexible and can be adjusted as Chapter members deem appropriate as long as the responsibilities are not inconsistent with ACEC-Ontario By-law.

DECISION:

Interested candidates are to submit their intent to stand for a Chapter Executive position to Laura Korneluk no later than **Monday February 1st 2021**. Please submit your intent in writing to lkorneluk@acecontario.ca.

To submit interest, please identify the full name of the candidate, employer, and Chapter Executive position of interest. Please note that candidates are expected to obtain advanced permission from their employer consenting their participation as a Chapter Executive member.