

## CHAPTER CHAIR

### *The Chapter Chair is the key figure in each chapter.*

What is the role of the Chapter Chair?

- To represent and speak for the Chapter Executive and the members of the chapter.
- To be responsible for the growth and achievements of the chapter as its Chief Administrative Officer.

In general, what are the Chair's key responsibilities?

- To work with and empower volunteers to reach goals of the chapter. The Chair will need to ask for the help of each Executive member and continue to support them in their work.
- It is also the chair's responsibility to ensure that the work of the chapter is performed in accordance with the wording and intent of the *Professional Engineer's Act*, the Regulation, *By-law No. 1*, standard rules and procedures and the chapter by-laws.
- To guide the activities of chapter committees:
  - encouraging those who may be lagging in their duties, and encouraging members to work collaboratively towards the aims and direction of the Chapter.
- To search out those members of the chapter who can serve as Councillors, Committee Members, etc. for PEO.

Specifically, what are the Chair's responsibilities?

- Call all regular and special Chapter Executive meetings.
- Call all regular and special chapter general membership meetings.
- Attend & appoint a second delegate to attend each of the Regional Congress meetings scheduled for the year (must be from the Executive, it's usually the Vice-Chair).
- Appoint all chapter committees as they are required.
- Make routine checks on the work being accomplished by executives and committees.
- Request committee chairs, committee members or executives to resign if they are unable to serve capably (The chair may have the executive members vote on such a decision).
- Maintain contact with, and give close supervision to, the activities of all members of the Chapter Executive.
- Delegate special responsibilities to the Vice-Chair.
- Maintain contact with engineering-oriented organizations (e.g. universities) in the chapter community.
- Maintain contact with leading engineers and other community figures where possible.
- Maintain contact with PEO, through the Chapter Office and the Regional Councillors.
- Represent the chapter at all community functions.
- Chair all business and Executive Committee meetings of the chapter.
- Write the "Chair's Message" for each of the chapter newsletters (see the section on content of chapter mailings).
- Represent the chapter at the annual regional nominating committee meeting.
- Attend the Association's annual general meeting, held in the spring of each year, and other provincial meetings that might be called.

- Make contact with local provincial government representatives.

#### WHAT HAPPENS WHEN THE CHAPTER CHAIR CHANGES?

***All loose ends from the previous Executive should be cleaned up quickly so that all efforts of the new Executive can be focused on the upcoming year.***

*The **outgoing Chair** provides the **incoming Chair** with the following:*

- Chapter Executive Manual
- Special Rules of Order
- PEO Privacy Policy DVD
- Chapter video (Windsor Essex) DVD
- PRISM training CD
- License Please CD

*Hold a Transition Meeting:*

- As soon as possible after election, the **incoming Chair** should arrange a meeting with the **outgoing Chapter Executive** in order that all chapter business and work-in-progress is brought up to date.
- All **incoming Chapter Executives** and other member volunteers should also be invited to this transition meeting.
- The **outgoing Chapter Executive** has an important role to perform at this meeting: to be completely frank in discussing the preceding year's activities, the effectiveness of work performed by various chapter committees and the results, or lack of results, obtained.
- This meeting should facilitate an easy transfer of information between current and past Executives.

*The **incoming Chair** assigns Chapter Committees and Task Groups:*

- As soon as possible after assuming office, the new Chair should appoint the various chapter committees and task groups.
- Each of these groups should be chaired by a member from the Executive, although this may not be possible for all cases.
- Much thought and consideration should be given to these appointments, not only to the size of the volunteer group, but also to the ability of the committee members and the committee Chair to work together effectively.
- When the participants have been selected, all committees should be brought together to discuss the various duties and requirements of each for the coming year.
- If the definitions and duties of the committees are not established and set down in the chapter by-laws, they should be worked out with the committee chair and steps taken to enter them in the chapter by-laws at a later date.

## CHAPTER VICE-CHAIR

***The Chapter Vice-Chair “picks up the ball and runs”.***

What is the Vice-Chair’s role?

- To be an active assistant to the Chair.
- To exercise both administrative and executive talents.

What are the Vice-Chair's responsibilities?

- To preside at all chapter and executive meetings in the absence of the Chapter Chair.
- To be of general administrative assistance to the Chair.
- To review the progress of committees at regular intervals.
- To recommend new appointments or replacements on committees where a delegate's work has been ineffective.
- To undertake assignments as delegated by the chair.

**WHAT HAPPENS WHEN THE CHAPTER VICE-CHAIR CHANGES?**

- The **incoming Vice-Chair** should be familiar with the unfinished business of the **outgoing Executive**.
- Establish and maintain good contact with the **incoming Chair**.
- The **incoming Vice-Chair** should also assist in the selection of the various chapter committees, and assist in assigning their duties.

**CHAPTER SECRETARY**

***The Chapter Secretary has a multitude of detailed duties to perform. The Chapter Executive should help to make the Secretary's position as trouble-free as possible.***

What is the primary role of the Chapter Secretary?

- To be the custodian of the chapter's important records and to record all activities of the Chapter Executive.
  - The Chapter Secretary is key to the smooth functioning of a meeting. By close collaboration with the Chair, the Secretary should prepare and distribute an agenda for all meetings and assist the Chair in following it during each meeting.
- To interpret the *Professional Engineers Act, By-Law No. 1, Regulation 941*, standard rules and procedures and the chapter by-laws.
- In effect, to be the chapter’s historian, parliamentarian, and record keeper.

What are the Chapter Secretary's responsibilities with regards to record keeping?

- Keep all chapter records - as the chapter does not normally have a permanent office, it is important that the filing system be simple, compact and free of any accumulated unnecessary items.
- Among the records to be kept on hand and up-to-date are:
  - Minutes of all meetings

- Chapter Executive Manual, which should be brought to each meeting
- Chapter correspondence
- Copies of the Act, Regulation, By-law and standard rules and procedures, which should be available at all meetings
- Chapter committee reports after acceptance
- Task group reports after acceptance
- Regional Councillors Committee reports
- PEO Council meeting reports

What are the Chapter Secretary's responsibilities with regards to minute taking?

- Record minutes of all actions taken at Chapter Executive Meetings and at other meetings attended by the secretary as recording officer.
- Minutes should be prepared in a simple and consistent format, and should be kept in an adequate file or binder as the official proceedings and record of chapter activities.
- Minutes of Chapter Executive meetings should be circulated to all members of the Chapter Executive.
- A copy of all minutes should be forwarded to PEO's Chapter Manager.

What is the procedure for taking minutes?

- Minutes should tell what was **done** at the meeting and the **action** that occurred.
- Minutes should not include what was **said** at the meeting.
- If the constitution or by-laws of the chapter specify that minutes contain complete remarks, addresses and/or discussion, such minutes would be comprehensive **reports**.
- The minutes **must** contain:
  - headings;
  - type of meeting, name of committee, date, time, place;
  - list of participants;
  - indication of acceptance of the previous minutes and whether verified as distributed, as read, or as corrected; (The date of the previous minutes should be indicated)
  - a separate paragraph or group of paragraphs under an appropriate heading for each agenda item;
  - all motions, recorded verbatim;
  - the hour of adjournment and date of the next meeting, if set.

What else is the Chapter Secretary responsible for?

- Assisting the Chair with preparing an agenda for each meeting and assisting the Chair in following the agenda.
- Preparing meeting notices for all meetings clearly stating the time, place and purpose of the meeting. A copy of all meeting notices should be forwarded the Chapter Manager.
- Submitting minutes from each meeting to the Chapter Office.
- Processing chapter correspondence and maintaining a correspondence file.
  - All correspondence that requires a Chapter Executive decision should be brought to the regular Executive meetings, but matters may arise that do not require formal approval and can be handled by the Secretary as a routine duty.

- Maintaining the official, current copy of the *Chapter Executive Manual*. The manual should be available at all Executive and chapter meetings. Revisions and additions sent from the Chapter Office should be incorporated into the manual immediately.
- Overseeing all activities to do with elections. It is the secretary's duty to see that nominations are properly made and elections properly conducted as specified by the rules and procedures and the chapter by-laws.
- Bringing current copies of the Act, Regulation, *By-Law No. 1*, standard rules and procedures and chapter by-laws to all chapter meetings.
  - During the course of the year, motions and resolutions may be dealt with that have some effect on the by-laws of the chapter. It is the duty of the secretary to maintain a watchful eye on such motions and to bring them to the attention of the chapter's by-laws committee.

#### WHAT HAPPENS WHEN THE CHAPTER SECRETARY CHANGES?

##### *Contact lists*

- Immediately after assuming office, prepare a list of all current Chapter Executive members:
  - Record the: name; position; business and residential addresses; business, residential and fax numbers; and email addresses.
- Provide that list to Chapter Executive members, with updates as necessary.
- Provide that list to the Chapter Office, with updates as necessary.
- Maintain an up-to-date listing of chapter committees and task groups.

##### *Document archival or destruction*

- The **incoming Secretary** should spend sufficient time with the **outgoing Secretary** to become familiar with the details of the office, in particular those having to do with formal record keeping.
- The **incoming and outgoing Secretaries** should review the past year's files and destroy or archive any unnecessary material.
- Any personal information that is no longer necessary should be securely destroyed or returned to PEO head office.
- If this is done annually, the chapter files can be kept current and up-to-date.

## CHAPTER TREASURER

***The Chapter Treasurer is the custodian of the chapter's assets and financial records, and is the financial advisor to the Chapter Executive.***

What are the primary roles of the Chapter Treasurer?

- To set up and maintain accurate accounting books and be prepared to furnish a clear and concise statement of the chapter's financial position at any time.
- To make all payments and receive all invoices and monies for the chapter.
- To advise the Chapter Executive on the financial feasibility of any undertaking.

- To request and ensure receipt of full financial reports from any committees or members involved in the handling of the cash.
- To actively participate in the administration and management of the chapter.

What duties is the Chapter Treasurer responsible for?

- Maintaining the account(s) of the chapter in a local bank or trust company and in the chapter's name.
  - The account(s) should be established and maintained in accordance with the instructions of the Chapter Executive and with the by-laws of the chapter.
  - The bank statement should be reconciled with the treasurer's books once a month.
- Depositing all monies remitted to the chapter and record all deposits in the account books.
- Paying, by cheque, all bills and invoices approved by the Chapter Executive.
  - Before each committee meeting, the treasurer should prepare a list of all such bills, together with the details, for presentation to the committee.
- Preparing, or assist in preparing, an annual business plan and budget for the chapter and, at regular intervals, report to the executive any major variance from this budget.
- Recording in the account books, all receipts and disbursements and furnish at intervals—or on demand—a financial statement to the Chapter Executive.
- Prepare a complete financial statement covering the chapter's fiscal year at the conclusion of the term of office, and forward audited copies of this statement to the Chapter Manager and the Senior Regional Councillor.

#### WHAT HAPPENS WHEN THE CHAPTER TREASURER CHANGES?

- The **incoming Treasurer** should be provided with a complete statement of the financial condition of the chapter when taking office.
  - This statement should be accompanied by an audit report, certifying the correctness of the accounts, the amount in deposit, etc., at the time the books and responsibilities are turned over.
- Before accepting the books, the **incoming Treasurer** should confer with the **outgoing Treasurer**, making certain that there is a full understanding of how the accounts are maintained, and that the routine records have been kept such that the current financial status of the chapter can be ascertained and continued by the **incoming Treasurer**.
- The **Treasurer** must also make the necessary arrangements to establish **new signing privileges** with whatever local bank holds the chapter's account(s). The Treasurer and the Chair generally have co-signing privileges for chapter finances.

#### CHAPTER PAST CHAIR

*The Past Chair is the key resource for the new Chapter Executive and committees, and can play a vital role in helping to plan and carry out the activities of the chapter.*

What is the Chapter Past Chair's role?

- S/he generally assumes the role of Chair of the chapter's nominating committee.

- This committee is entrusted with the task of presenting to the membership-at-large, prior to each year's chapter annual general meeting, a selection of officers for the next chapter operating year.
- It is customary for the past chair to have the authority of choosing the other members of the chapter nominating committee.
  - The committee should confer with the current year's Chapter Executive to seek advice on those being considered.
  - The recommendations from the committee are published in the issue of the chapter newsletter mailed prior to the chapter's annual general meeting.

Who can be Past Chair of a chapter, if the immediate Past Chair is not available?

- Consider the Past Past Chair, if that is possible.

## VACANCIES

- In the event that a vacancy on the Executive occurs between elections, the Executive is empowered to appoint a successor for the unexpired term.
- Members who are Council Appointees to the chapter are excluded from this provision.

## CHAPTER EXECUTIVE COMMITTEE MEETINGS

*Chapters usually have monthly Executive meetings.  
These meetings are attended by the Executive and the Board.*

Where can I find meeting quorum and legalities?

- In your chapter's by-laws.
- Usually, unless otherwise specified in your chapter's by-laws, quorum a simple majority of the Board with at least half of the Officer positions present.

How are Chapter Executive meetings conducted?

- In accordance with the PEO Special Rules of Order and the rules in Wainburg's Society Meetings.

## WHO ELSE CAN ATTEND CHAPTER EXECUTIVE MEETINGS?

Can members of the public show up to attend Chapter Executive meetings without first notifying the Chapter Chair?

No.

Are Chapter Executive meetings open to engineering interns (EITs) who are on the Chapter Executive?	Yes.
Are Chapter Executive meetings open to engineering students?	No, unless they are invited by the chair.
Can a professional engineer vote at a chapter's Annual General Meeting besides his/her own?	No.

## CHAPTER EXECUTIVE COMMITTEE ELECTIONS

*Chapter elections are held at the chapter's AGM.  
The incoming Chapter Executive takes office immediately after the AGM.*

### WHAT ARE THE PROCEDURES FOR HOLDING CHAPTER ELECTIONS?

#### FORM A CHAPTER NOMINATING COMMITTEE

- To be formed three months prior to the chapter's AGM.
- Consisting of: a Past-chair and two members appointed by, but who are not part of, the Executive.
  - Their purpose is to prepare a slate of candidates for election to Officer positions on the Executive, including the positions of Chair, Vice-Chair, Secretary & Treasurer.
- This slate should be mailed to the membership no later than one and a half month prior to AGM.
- The names of members appointed by Council should also be included.
- Include an invitation to the membership to submit other names for candidates.
  - The names of these candidates should be forwarded to the Chapter Secretary at least 1 week prior to AGM.
- Nominations received from the membership will be accepted if received within the specified time limit, are received in writing, signed by at least three chapter members, and contain a signature of acceptance by the nominee.
- Mail the final slate of candidates to members along with the notice of the chapter's AGM.

#### HOLD THE ELECTION AT THE CHAPTER'S AGM

- A member of the chapter Nominating Committee, ideally the Chair, will conduct the election.
- Voting at the election meeting is by show of hands, unless a formal request is made to conduct a secret ballot.
- A plurality vote should elect a candidate to the position for which he/she is nominated.
- The presiding officer shall refrain from voting except to break a tie.

---

## ELECT THE EXECUTIVE COMMITTEE

---

- In the event that no additional nominations are received from the members within the specified time limit, the slate of candidates prepared by the chapter nominating committee will be declared elected by acclamation.
- The incoming Chapter Executive will take office immediately after the AGM.

## KEY DATES

---

- 3 months before AGM: form a Nominating Committee
- 1.5 months before AGM: deadline to mail slate of candidates to members
- 1 week before AGM: request that members send in their nominations by this date (however, this is **not** a deadline to receive nominations)
- AGM: hold the election