

Executive Roles and Responsibilities

The following is a document put together by the present executive of the CCI Branch reflecting what the present functions of the executive positions are.

PRESIDENT

- Create a team environment where the executive feels empowered and creative in developing, maintaining and enhancing the branch activities and its members.
- Through leadership act as a mentor for both A.Ags. as well as P.Ags. Try and be an example of a good leader.
- Organize and chair meetings and delegate responsibilities within the executive when required.
- Facilitate the development of the branch executive and the members to ensure there is a feeling of pride and accomplishment in being a member of the BCIA.
- Utilize the talents and resources within the branch executive and its members to organize, promote and facilitate the branch AGM.
- Represent Branch to the provincial body of BCIA where required.
- Support for members and executive. This would include things such as PD sessions, facilitation, and source of contact for taking issues forward from members to provincial body.
- Guide the branch members in creating a functional, operational branch that members enjoy being part of.
- Promote the profession of Agrolgists in a professional manner.
- Encourage participation in Branch and associated activities.
- Support PD sessions proposed by members and promote the development of PD sessions in local communities within the Branch. Attend these sessions where feasible showing support for the organizers and members.

VICE PRESIDENT

- Sit in for the president as chair of meetings or branch representative when required.
- Flexible to other positions in the executive to fill in if needed. An example could be assisting with the coordination of the job fair.
- Aid/lead as necessary the organization of the Branch AGM and PD sessions (particularly the organization of facilities, notices to members, travel costs for speakers and catering).
- Assist the AAG coordinator when needed in the recruitment of mentors for our new A.Ags.
- General point of contact for branch members.
- Bring forth membership concerns/issues to the branch executive and the Executive Director when requested for discussion/decision.
- Act as a conduit for branch member suggestions being brought forward to the executive and the membership.
- Primary role of facilitating activities that benefit the members and where possible the branch as representative body.

SECRETARY

- Record meeting minutes and distribute minutes to CCI council.
- Electronic filing of meeting minutes (pass these on to incoming secretary).
- Track contact information for CCI council and submit to the Registrar's office.
- Submit e-mail notices and upcoming PD session information to Registrar's office for CCI e-mail circulation and website posting.
- Assist with organizing meetings both for council and CCI Branch AGM's.
- Inform the Registrar's office of upcoming Branch AGM's for website posting and email distribution
- Provide support to council and CCI members for the development of activities for the benefit of the Branch.

TREASURER

- Budget management – includes deposits, debits, credits and service charges.
- Retain a physical record of fiscal activity – includes, receipts, invoices, etc.
- Manage bank statements and forward copies to Registrars office (tacking and auditing).
- Insure executive and membership are appraised of budgetary limitations if any. This is particularly important in the organizing of events and prioritizing branch activities.
- Annual financial report development and presentation at AGM.
- Assist executive and members as required with Branch activities.
- Manage GIC funds in collaboration with Branch members.

COMMON EXECUTIVE ROLES

- The President, Vice President, Secretary, and Treasurer have the authority to sign cheques for Branch financials (requires two signatures per cheque)
- The President, Vice President, Secretary, Treasurer have the authority to sign off on completed A.Ag activities in A.Ag binder

A.AG. COORDINATOR

- Receive new A.Ag. acceptance letter & application from BCIA Executive Director
- Update the BCIA Listings Excel document
- Print out a hard copy and put them in the A.Ag. Journal Binder under 'Personal Info'
- Store a digital one in the Acceptance Letter file folder
- Send an e-mail to the new A.Ag. to:
 - Welcome them to the BCIA,
 - Encourage them to get a mentor,
 - Let them know that they can contact you if they need any help or info
 - Encourage them to track emails from BCIA office and upcoming events section of the BCIA website for PD sessions, meet and greets, etc.
 - Attach CCI welcome letter with contacts
- Receive copy of P. Ag. acceptance letter from BCIA Executive Director.

- Move the digital information from A.Ag. tab to P.Ag. tab
- Move hardcopy information from 'Personal Info' tab to "Old" tab
- Review yearly membership updates from Registrar's office to correct our information
- Place hardcopies of the mentoring agreements in the 'Personal Info' tab in the binder
- Store digital mentoring agreements in the 'mentoring agreements' file folder
- E-mail A.Ag.'s about upcoming PD events and/or AGMs, etc.
- Contact Registrar's office (Kelly) to send out a call for interest for mentoring to all CCI members.
- Participate in conference calls with the A.Ag. credentials committee which are scheduled every 2 months. Ask Executive Director to be added to this group.
- Additional information for the A.Ag. Coordinator to be aware of:
 - The 'CCI Mentors' tab in the BCIA Listings file contains names and contact info for members that have volunteered to mentor A.Ag.'s.
 - The first few tabs of the binder contain information about the A.Ag. program that gets sent to all A.Ag.'s. It shows the A.Ag. checklist that they need to complete as well as some of the paperwork they need to fill out.

DIRECTORS and ALTERNATE DIRECTORS

- Bring forward issues/concerns from members within the directors' area.
- Bring forward ideas for PD sessions.
- Organize and facilitate PD sessions for the members within the area as well as others.
- Act as mentors for new A.Ags.
- Where the A.Ag. coordinator cannot be in direct contact with A.Ags. act as the representative of the coordinator in welcoming and working with A.Ags. in your respective area.
- Willingness to accept questions regarding the BCIA and answer where appropriate or facilitate a response from the organization.

COUNCILLOR

- Councillors other than the president, president-elect, immediate past-president and appointed lay-councillors are elected by branches.
- The council governs and administers the affairs of the institute (*s.13, Agrologists Act*).
- There is no formal relationship between a branch and a councillor elected by a branch. The duty of the councillor is to council (the institute), not the branch.
- In practice, there is an informal relationship between a councillor elected by a branch and the branch executive. The councillor elected by the branch is ordinarily accorded a position on the branch executive.
- The councillor, on an informal basis, acts as an information conduit between council and the branch, relaying items of interest or concern.

PROFESSIONAL DEVELOPMENT COORDINATOR

- The PD Coordinator is the Branch contact who advises whether an event qualifies for PD hours.
- PDS Guidelines – A PD session is any presentation, experience or event that a professional believes makes them a more knowledgeable professional. This could be in the area of expertise or could simply be something that allows them to better communicate the information and knowledge that they already possess e.g. Toastmasters or professional networking.
- The PD Coordinator will also be responsible for heading the PD Committee
- The PD Committee will include area directors, and volunteers from council and branch members
- The PD Committee will help organize PD Sessions and solicit ideas for potential PD Sessions

INFORMATION FOR ALL CCI BRANCH MEMBERS

Articling Agrologists Frequently Asked Questions:

Members must attend both a CCI and BCIA AGM in order to satisfy the requirements

The 2 year articling period is a minimum period. I think that members can take up to 5 years to complete their requirements.

A copy of the mentoring agreement must be forwarded to the A.Ag. coordinator and the registrar. A.Ag.'s should keep the original agreement in their binders for their personal records

Mentors do not need to live in the same area as the A.Ag.'s and also do not need to be practicing in the same field of agrology. The intent of the mentoring relationship is for mentors to help the A.Ag.'s understand the functions, bylaws and ethics of the BCIA, to update A.Ag.'s on upcoming BCIA events, to help the A.Ag. develop a professional network and to help the A.Ag. complete the articling program.

A. Ag.s will get their binder once their fees are paid.

The BCIA website and the A.Ag. journal binder explains everything pretty well. A lot of the questions from A.Ag.'s can be answered by reading through this material.

- Mentoring Responsibilities and Guidelines
- Professional Development Session Guidelines