

BC Institute of Agrologists
Branch Executive Committee Responsibility outline
(All Branches do not use all positions.)

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

Branch President

- 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

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

Treasurer

- 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 Councillor

- 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

- Leads coordination of professional development within the branch.
- Liaises with other branches on joint professional development activities.
- Prepares a report for branch members at the AGM.

Articling Agrologist (A.Ag.) Coordinator

- 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 information to newly elected or appointed A.Ag Coordinator.

Secretary

- 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

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