APEGA’S MISSION
We serve the public interest by regulating the practices of engineering and geoscience in Alberta, by providing leadership for our professions, and by upholding our members in their professional practices.

APEGA’S VISION
We will be a valued agent of excellence in professional practice and an internationally respected leader of the engineering and geoscience professions.

APEGA’S GUIDING PRINCIPLES
APEGA's Guiding Principles are long-standing and have been used to help Council develop the Strategic Plan:

- Protection of the public safety is paramount in all that we do
- Developing public trust in our professions, by earning a social license to practice
- Treatment of everyone fairly, and with dignity and respect
- Transparent processes that are fair, impartial, and accountable to the public and members
- Self-regulation that benefits the public and the professions
- Skilled and ethical professional practice by all our Members
- Consultation with all stakeholders and members is sought, valued, and reflected
- Relevance and value is delivered to our Members and other stakeholders
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Introduction

The APEGA Branches are an important and integral part of APEGA operations. With ten Branches across the province, the Branches function as the conduit between APEGA Head Office and APEGA Members. The ten Branches of APEGA are: Central Alberta, Calgary, Edmonton, Fort McMurray, Lakeland, Lethbridge, Medicine Hat, Peace Region, Vermilion River and Yellowhead. For a full listing of the areas that each Branch covers, go to the Branch webpage on the APEGA website.

The Branch Manual has been created to assist the Branches in carrying out their responsibilities. It contains the Terms of Reference (TOR) in which the Branches should govern themselves, roles and responsibilities of the Branch Executive, in addition to procedures and guidelines for conducting Branch business.

As Branch Executives change, the Branch Manual serves as the foundation document to provide continuity and standardization of Branch operations across all Branches year over year.
Manual Overview

Terms of Reference identifies the purpose of the Branches, who they are accountable to, and what authority they have. It also includes what the Branches are responsible for and what limitations exist.

Branch Structure and Operation explains the organization and governance of the Branches.

Branch Key Milestones are designed to assist the Branches in their operation. The Branch Key Milestones identify the required activities that the Branches must complete throughout the year. It also provides a schedule in which these activities must be completed.

The Business Plan describes the goals and the planned activities that a Branch will undertake over a 12 month period (January – December).

A Budget is created to support The Business Plan. The Branch Budget identifies the financial resources required for the Branch to carry out the planned activities discussed in the Business Plan.

Liability Insurance is necessary to ensure that undue risk is not incurred by those who participate at Branch events. This section discusses the awareness and implementation of this insurance.

The section entitled Professional Member Induction and President’s Visit Guideline is to assist Branches with both organizing and running a successful President’s Visit event.

Outreach & Product Services is a public awareness program to promote interest in math, science, technology, and careers in engineering and geoscience.

APEGA Professional Development Programs have been available in the Edmonton and Calgary Branches for some time. This section of the manual outlines how the PD team at APEGA can work with Branch Executives to bring these opportunities to the satellite Branches as well.

The purpose of the APEGA Mentoring Program is relationship-building. The Mentoring team at APEGA will be working closely with Branch Executives to bring mentoring to all Branches.

The Communications section of the manual is intended as a guideline to assist Branch Executives in the areas of visual identity, media relations, sponsorships and grants, and news releases for Branch events.

The Branch News section of this manual details the specifics of each Branch’s specific webpage.

There are a multitude of Appendices in this manual which are intended to assist the Branches by providing templates, organizational charts and job descriptions.

For a listing of APEGA management, please visit apega.ca.
Terms of Reference

- At all times, the Branch Executive act as ambassadors of APEGA and their professions in their local community
- Branches are accountable to conduct themselves professionally and ethically in all areas of Branch business
- Branches are accountable to govern themselves as per these terms of reference, and use the Branch Manual to provide guidance on procedures for effective Branch operation

Branch Purpose

- To advance APEGA’s Strategic Initiatives at the Branch locations
- To enhance the profile of the professions in their local communities
- To positively impact the Professions’ ability to serve the public’s interest
- As the “voice of the Members”, provide feedback to APEGA Council and Staff on matters relating to the Association
- To be a representative of the Association and provide the “voice of the Association” to Members on matters relating to the Association

Branch Accountability

- Branches are accountable to APEGA’s CEO or designate, typically the Director of Member Services, to
  o develop and implement yearly Branch Business plans
  o develop and implement annual Branch Financial Plans

Branch Authority

- Branches have the authority to adapt the Branch business plan to reflect Branch focus and resource capacity as long as the initiatives are tied to APEGA’s strategic plan and priorities
- Branches may create other relevant positions within their Members-at-Large based on Branch size and focus. The number of Members-at-Large is not to exceed ten (10), and total Branch Executive is not to exceed fifteen (15)
- The Executive may establish committees or task forces necessary to deal with specific events or programs
- Branches have the authority to adjust budget allocations as long as they stay within approved Branch budget limits. That is to say, Branches may manage their budgets to the bottom line
Responsibilities of the Branch Executive

- The Branch Executive is responsible to appoint a Chair, Past-Chair, Vice-Chair, Treasurer, Secretary, and Members-at-Large that are detailed in the Branch Manual
- Branches will hold meetings of the Membership (Branch Executive Meetings, General Meetings, and the Annual General Meeting) as per the Branch Manual
- Branches provide support in the delivery of APEGA programs at the Branch locations
- The Branch Executive must consider motions on issues raised and passed by the membership at any Branch general meeting on matters affecting the Professions or the Association as a whole, and shall bring them forward to the CEO or designate for consideration by APEGA

Limitations

- The Branch Executive shall not negotiate with any order of government, other regulatory body or technical society in any matter so as to commit the Association, or to imply Association support of any matter, without first obtaining the written approval of the CEO or designate
- In no case shall the Branch Executive act as a bargaining agent

Renewal

The TOR will be reviewed by the CEO or designate on an annual basis.

// original signed document on file //
Heidi Yang, P.Eng.
Interim Chief Executive Officer

Date:
Branch Structure and Operation

Membership in the Branch

Membership in the Branch and the Branch Executive are normally limited to individuals who are resident in the geographic area comprising the Branch as established by APEG, and are professional members, licensees, or members-in-training recorded as such with the Association and as defined by the Engineering and Geoscience Professions (EGP) Act. One exception to this rule is the College Liaison (where applicable), who may come from an academic institution that does not employ APEGA members or does not have one willing to volunteer.

The designated geographic area for the Branch shall be identified by postal code in the Association files.

Election and Termination of the Branch Executive

General

i. The Executive shall consist of the following:
   Chair
   Treasurer
   Members-at-Large
   Vice-Chair
   Secretary
   Past-Chair

ii. All members of the Executive except the Past-Chair shall be elected from and by the membership at the Annual General Meeting of the Branch. However, the voting members at the Branch Annual General Meeting may vote to 1) have just one person hold the positions of both the Secretary and Treasurer and 2) permit an APEGA member who resides in another Branch but is working locally to be elected to the Executive.

iii. The term of office for a member of the Executive shall be until the next Annual General Meeting of the Branch, which must be held within 18 months of the previous Annual General Meeting of the Branch.

iv. All volunteers of the Branch Executive are subject to the requirements set out by the Volunteer Management System.

Nominations

i. A Nominating Committee shall be appointed at the Branch Annual General Meeting to serve for the ensuing year. The committee shall consist of not less than two members of the Branch, one of whom shall be the Past-Chair, who shall be the Chair of the nominating committee. The Executive shall fill any vacancies which may occur in this Nominating Committee. The Secretary shall contact each of the newly elected members of the nominating committee in writing, immediately following the holding of the Branch Annual General Meeting, to notify them of their appointment.
The Nominating Committee will submit a list of nominees for the Executive to the Secretary and Branch Coordinator at least 50 days prior to the Annual General Meeting of the Branch. Each nominee must be an active member of APEGA in good standing (with the exception of the College Liaison where applicable). This verification can be completed by using the online APEGA member register and with the help of your Branch Coordinator. The consent of the nominees to act if elected, will be secured prior to the list of nominees being submitted to the Secretary. The final list of nominees should also include a short biography from each nominee to be included on the ballot.

Not less than 30 days prior to the annual meeting of the Branch, the Secretary shall communicate to the Branch Membership a list of the Executive nominations (including a short biography of each nominee) made by the Nominating Committee. This list will be published and disseminated to the members of the Branch area, along with the notice of the Annual General Meeting of the Branch by the Branch Coordinator. The Branch Coordinator will also assist in the creation of ballots which can be used at the Annual General Meeting of the Branch.

Nominees for the Chair should have served at least one year on the Executive.

The Nominating Committee will give due consideration to the composition of the Executive and in particular to field of practice, skills and attributes sought of the nominees. The Past-Chair (Nominating Committee Chair) shall not be nominated for a position other than Member-at-Large for the coming year.

Nominees from the Nomination Committee should, but are not required to attend the Annual General Meeting, as all nominees have already consented to the nomination.

At the Annual General Meeting of the Branch, any member of the Branch may nominate a member in good standing, who is present at the meeting, for any position on the Executive subject to the experience requirement for the Chair (above). If duly seconded, and the candidate agrees, the candidate’s name shall be added to the list prepared by the Nominating Committee.

The Secretary shall report the results of the Executive elections to the Association immediately following the holding of the Annual General Meeting of the Branch.

Any vacancies occurring on the Executive may be filled, for the remainder of the term, either by the remaining members on the Executive or by selecting another member of the Branch.

**Terminations**

i. In the case of a member of the Executive being absent for two meetings in a row without a reasonable excuse provided to the Secretary and/or the member has been unable to fulfill the duties set forwards as a member of the Executive, the Chair shall follow up with the member to determine the member's interest and ability to carry on. If the member does not express ongoing interest or cannot
demonstrate improvements in their ability to meet the requirements the Chair may remove the member from his position on the Executive. A member of the Executive can leave their position by:

- written notification or resignation to the Chair or the Secretary
- ceasing to be a member of the Branch
- ceasing to be a member of APEGA

Responsibilities of Key Executive Positions

Responsibilities of the Chair
The Chair shall:

I. Be the ex-officio member of all committees of the Branch. They shall set the agenda and preside at all meetings of the Branch and Executive. In the absence of both the chair and vice-chair another member of the Executive shall be appointed to preside at such meetings by those in attendance

II. Attend Branch Chair Meetings, specified meetings of the Council, the Branch orientation, development sessions and the Annual General Meeting of the Association, and shall report back to the Executive and the Branch. If unable to attend, the Chair must designate another member of the Executive to attend such meetings on their behalf

III. Be the principal liaison with the CEO or designate with respect to the administration of the Branch

IV. Review annually the Branch Manual and ensure the policies and procedures are being followed by the Branch Executive

V. Take primary responsibility for the preparation, monitoring of and reporting on the business plan performance

VI. Take primary responsibility for coordinating or delegating the Branches responsibility

VII. Manage the expectations and performance of the members of the Executive

VIII. Prepare the annual budget and the financial statement in accordance with the Branch Manual in conjunction with the Branch Treasurer by August 15

Responsibilities of the Past-Chair
The Past-Chair shall:

I. Attend all meetings of the Branch Executive and the Branch

II. Chair the Nominating Committee

III. Provide guidance to the Chair on Branch Governance as appropriate

Responsibilities of the Vice-Chair
The Vice-Chair shall:

I. Attend all meetings of the Branch Executive and the Branch

II. Replace the Chair in their absence

III. Normally, step into the Chair's position upon the expiry of the Chair's term
Responsibilities of the Secretary
The Secretary shall:
I. Attend all meetings of the Branch Executive and the Branch and maintain minutes of such meetings. In the absence of the secretary, another member of the Executive shall perform their duties.
II. Send meeting notices to Branch Executive.
III. Post on the Google Drive minutes and other activities of the Branch as appropriate.
IV. Ensure that the incoming Executive is provided with Branch Manuals, access codes to Google drive and Branch email accounts.

Responsibilities of the Treasurer
The Treasurer shall:
I. Receive all monies (save for those that Head Office takes online) on behalf of the Branch and deposit it in the account for the Branch at a financial institution.
II. Ensure that all cheques on behalf of the Branch are signed by the decided signatory designates as per the Branch Executive as voted at the Branch Meeting.
III. Maintain a record of all financial transactions on behalf of the Branch, and provide monthly financial statements with updated actuals to the Executive and Head Office quarterly.
IV. Present a financial report at the Annual General Meeting of the Branch. Copies of the financial report shall be provided to the Secretary of the Branch and the CEO/designate through the Branch Coordinator.
V. Ensure that the signing authorities are up-to-date and the financial institutions’ records are amended to reflect the same based on the directives from the Branch Meeting.
VI. Prepare the annual budget and the financial statement in accordance with the Branch Manual in conjunction with the Branch Chair.
VII. Request advances from Head Office through the Branch Coordinator by email up to the limit of what was approved by Head Office as the needs arise.
VIII. Work with Head Office accounting through the Branch Coordinator on yearly review of Branch finances.

Responsibilities of Members-at-Large
Members-at-Large shall:
I. Be full members of the Executive and attend meetings regularly.
II. Actively participate in the activities of the Branch.
   i. Be recruited for specific tasks/responsibilities at the beginning of each term dependent on the focus and capacity of the Branch Executive. These can be, but are not limited to below:
      • Luncheon/Professional Development Lead
      • Mentoring Lead
      • Member Liaison Lead
      • Social/Sporting Events Lead
      • Outreach Lead
      • Branch Communications Liaison
      • Sponsorship Lead.
Meetings of the Branch Membership

Annual General Meeting

The Annual General Meeting of the Branch shall be held at least 30 days prior to the Annual General Meeting of the Association.

Notice of the Branch AGM shall be distributed by mail or email at least 20 days prior to the Branch AGM.

For the AGM to be successful, coordinated planning by APEGA staff and the Branch Chair is required. Therefore, the following represents a typical timeline for planning the AGM.

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<th>Timing</th>
<th>Responsibility</th>
<th>Activity</th>
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<tr>
<td>Minimum 10 weeks before the Annual General Meeting of the Association</td>
<td>Past-Chair</td>
<td>Nominating Committee to submit a list of nominees including a short biography (schooling and volunteer listing only) for the Branch Executive to the Secretary of the Branch and the Branch Coordinator. This information will be used to make ballots, and distribute notices of the election.</td>
</tr>
<tr>
<td>Minimum 10 weeks before the Annual General Meeting of the Association</td>
<td>Branch Chair or designate</td>
<td>Confirm date and time of the Branch AGM. The event shall be held at least 30 days prior to the Annual General Meeting of the Association. Confirm venue for the event, and forward the contract for the venue to the Branch Coordinator for the Event Planning &amp; Member Recognition Manager for review and sign off. Menu choice (if a meal is desired) is used to determine the ticket cost per person for paying guests and must include taxes and gratuities. If the Branch intends to have a speaker at the AGM, the speaker should also be confirmed at this time. An abstract of the talk and a short biography of the speaker will be required.</td>
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<td>Minimum 8 weeks before the Annual General Meeting of the Association</td>
<td>Branch Coordinator</td>
<td>Notice of the Branch’s Annual General Meeting is sent to all Branch Members. Members will be able to register online.</td>
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<td>1 week before the Annual General Meeting of the Branch</td>
<td>Branch Chair or designate</td>
<td>Registered attendees will be confirmed by the Branch Coordinator to the Branch Chair and numbers (and dietary restrictions – if required) are to be confirmed with the venue.</td>
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<tr>
<td>1 week before the Annual General Meeting of the Branch</td>
<td>Branch Chair or designate</td>
<td>Confirm the availability of the following: • Banners (should be in Branch) • Registration Table (located near the entrance) • Ballots (by Branch Coordinators) • Podium • Projector and laptop (if needed)</td>
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<td>3 days before the Annual General Meeting of the Branch</td>
<td>Branch Chair or designate</td>
<td>Finalize the Agenda (specifics below)</td>
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<td>Day after the Annual General Meeting of the Branch</td>
<td>Secretary</td>
<td>Advise the Branch Coordinators of the new Executive (including complete contact information, such as: phone number, email and mailing addresses.</td>
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<td>Day after the Annual General Meeting of the Branch</td>
<td>Branch Chair or designate</td>
<td>Verify that all new members of the Branch are eligible to hold their positions. This can be completed by using the online APEGAA member register. While this has been completed for those nominated by the nominating committee, any nominations from the floor will need to be verified.</td>
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The Agenda shall include:

1. Call to Order
2. Approval of the Agenda
3. Approval of Last Year’s Minutes
4. Issues Arising
5. Report from the Chair
   A. Approval of Annual Report
6. Report from the Treasurer
   A. Approval of Annual Financial Statement
7. Report from the Nominating Committee
8. Call for new Nominations from the floor
9. Election (if required)
10. Approval of new and ongoing Branch Executive
11. Approval of the Nominating Committee for Upcoming Year
12. New Business
13. Date for Next AGM

**Branch Executive Meetings**

I. Quorum shall be four persons of the voting members of the Branch Executive
II. Branch Executive should meet at minimum, ten times per year to discuss Branch business and share updates/information passed along by Head Office
III. Attended by all Executive members, including Members-at-Large
IV. The proceedings of the Branch Executive Meetings should be governed by Robert’s Rules of Order
V. All Branch Executive Members are eligible to vote in Branch Executive meetings
VI. All votes must be made in person and not by proxy or otherwise
General Meetings

There shall be at least four general meetings of the Branch each year, one of which may be the AGM. A general meeting may be held in conjunction with any Branch event, e.g. lunch, by declaring so in advance (as per the AGM) or by declaring so at the event. Even if there is no official business on the agenda from the Executive it provides the membership with a venue to officially raise issues for discussion with other members and potential action by the Executive or Head Office.

I. A quorum at a Branch General Meeting shall be 10 members
II. The proceedings of any meeting of the Branch shall generally be governed by Robert’s Rules of Order
III. All votes must be made in person and not by proxy or otherwise
IV. Only Professional Members and Members-in-Training are eligible to vote at Branch General Meetings
V. Members may invite guests (non-members) to attend any Branch activity upon payment of the applicable fee. The Chair of the meeting shall inform the guests that they may not vote on any business matters of the Branch

Branch Chair Meetings

There will be a total of 4 times a year in which Branch Chairs are required to get together: These meetings are generally organized by APEGA Staff.

I. Branch Chairs will be invited to attend two Council meetings annually (typically March and September) to get a sense for the issues that are being dealt with. Branch Chair meetings will typically be held the day prior to the Council meeting. Attendance at both meetings will be required by all Branches. Any additional member may attend a Council meeting at their own expense with sufficient notice to the CEO of the reason for their attendance.

II. Two additional Branch Chair meetings will occur in June and in December. The focus of the June meeting will be to share APEGA’s business plan and priorities, and start discussions on Branch business plan and budget development for the following year. December’s meeting will be to reflect upon the past year and celebrate accomplishments, in addition to confirming priorities for the following year.

III. A Branch orientation/development session will be organized annually by a joint committee of staff and Branch volunteers. Attendance to the orientation is for elected Branch officials. Requests for non-elected Branch volunteers to attend will be considered on a case-by-case basis, particularly if the volunteer has shown some interest in becoming an elected member of the Branch Executive. However, priority will always be given to Branch Executive first.

Remuneration and Expense Reimbursement

- No member of the Branch Executive or any member of the Branch shall receive remuneration for performing any services for the Branch
- Reasonable out-of-pocket local Branch expenses shall be reimbursed upon approval by the Chair or the Treasurer of the Branch
- Reasonable out-of-pocket expenses shall be reimbursed for attending the Annual General Meetings of the Association or meetings of the Council, and when traveling on business of the Association upon approval of the CEO or designate. Refer to the Travel Expense Policy which can be obtained through your Branch Coordinator. Travel within city is typically not reimbursed.
• The approved expense claim form shall be used and all expenses must be supported by receipts. All expense claims need to be submitted no later than 30 days after travelling.

**Finances**

• The Executive shall set up a bank account at a financial institution
• The Executive shall be responsible for ensuring that the signing authorities for the Branch bank accounts are current Executive members
• The Executive shall be responsible for obtaining funds necessary for financing Branch activities
• Head Office will fund Branch activities, upon receipt of satisfactory Branch business plans and budgets and are subject to approval of APEGA’s overall budget by Council
• Requests for disbursements, in whole or in part, will be submitted to the Branch Coordinator from the Branch Treasurer when needed
• The Executive may raise additional funds through sponsorships under the direction of APEGA’s sponsorship guideline
• The Branch shall not borrow or raise money through general assessment of its members without prior approval of the CEO or designate
• The Branch shall not invest its funds in any form of equities, bonds or derivatives, rather relying only on guaranteed investment certificates if deemed prudent
• The Branch cannot issue receipts for charitable donations. Although the Branch may organize events, the profits from which are clearly advertised as going to a charity, only an organization with charitable status, e.g., the APEGA Education Foundation, may issue those receipts

**Financial Assessment**

• The Branch financial statements shall be reviewed at least once each year by APEGA’s accounting department, usually in Q2. The intent of the review is to assess the reasonableness of the financial activities of each Branch.
• The fiscal year of the Branch shall end on the 31st day of December
• The financial records of the Branch may be inspected by any member of the Branch at its Annual General Meeting, or by appointment with the Treasurer. The Branch Executive and APEGA Management shall have access to such records at all times.
• Detailed receipts may be requested during the assessment, and must be produced
• APEGA’s Accounting Department will provide a report after the assessment is complete

**Staff Support**

• Southern and Northern Branch coordinators will assist Branches in Branch business including but not limited to event coordination, Branch communications, disbursements, etc. See Duties and roles of APEGA Staff in the appendices for more specific details.
• Branches may use APEGA offices or APEGA technology (i.e. GOTO Meeting) for meetings
Communications

I. With Branch Members
   i. Branches play a key role in maintaining contact with Members.
   ii. The Branch News are useful for bulk information sharing. However, with the implementation of the Canadian Anti-Spam Legislation (CASL) on July 1, 2014 Branches are limited to sending emails only to Members who have given specific authorization to do so. Head office maintains the only list of Members who have given that authorization. Due to this, all bulk emails are sent by Head Office. If a Branch would like to have a bulk email sent to the Branch membership, they must seek approval which is transmitted through the Branch Coordinator.
   iii. While not a core position, if a Member-at-Large is assigned as a Branch Membership Liaison they can play an important role because of the CASL limitations. The role is further outlined under the responsibilities for Members-at-Large. Branches should keep track of how many Members of their Branch have opted in to CASL and work towards increasing the percentage of Members consenting to receive APEGA information.

II. With Branch Executive
   i. Records are stored on Google drive under a section that is specific to your Branch. Contact your Branch Coordinator for the username and password.

III. With Staff
   i. Branches are encouraged to deal directly with their appropriate Branch Coordinator. The Branch then may work directly with the Branch Coordinator or designated staff.

IV. With other Branch Executives
   i. Each Branch Executive is encouraged to deal directly with counterparts in other Branches. A roster has been produced to facilitate that interface. The roster is available on the Google drive. Contact your Branch Coordinator for the username and password.

V. With Council
   i. Members in their capacity of Branch Executive are not to deal with Council or Councilors directly on Branch or Council matters without consent of the CEO or designate. Of course, any Member may speak with a Councilor if they wish.
Branch Key Milestones
(For activities that must be performed during the year)

This document is an example and a guideline for Branch activity scheduling. Email reminders will be sent as needed by APEGA CEO Designate or Branch Coordinator).

Financial Milestones are shaded in green. Business Milestones are shaded in blue. National Engineering and Geoscience Month (NEGM) Milestones are shaded in orange.

<p>| January | Prepare financial statements and have approved at Branch AGM. To be completed in the month before the Branch’s AGM (may also be in February depending on AGM date) |
| January | Send out notice of the Branch Annual General meeting. To be sent no later than 20 days prior to the date of the AGM. (may also be sent in February depending on AGM date) |
| February | Submit updated Branch Business Plan for Branch Chair Meeting and advise attendance at Council. To be completed 30 days prior to Council dates. |
| February | Promote NEGM activities to Branch Members and public. |
| March | Elect new Executive members. To be completed and submitted to Branch Coordinator no later than 30 days prior to the Association’s Annual Conference and General Meeting. |
| March | Advise attendance at Branch Chair Meeting. |
| March | Assign responsibilities to Branch Executive members, including Members-at-Large. To be completed upon election and submitted to Branch Coordinator no later than 30 days prior to the Association’s Annual Conference and General Meeting. |
| March | Advise of attendance at APEGA Annual Conference no later than 30 days prior to the Annual Conference. |
| March | Hold NEGM activities. |
| March | Prepare quarterly financial statements and submit to Branch Coordinators for Review. |
| April | Submit completed (from previous year) Branch financials to Branch Coordinator to be approved and assessed by Head Office. To be submitted the month following the Branch AGM. Final assessment will be completed by Head Office in Q2. |</p>
<table>
<thead>
<tr>
<th>Month</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>Submit updated Branch Business Plan for Branch Chair Meeting and advise attendance at Branch Chair Meeting. To be completed 30 days prior to Council dates.</td>
</tr>
<tr>
<td>June</td>
<td>Prepare <strong>quarterly</strong> financial statements and submit to Branch Coordinators for Review.</td>
</tr>
<tr>
<td>August</td>
<td>Prepare Branch Budget. To be completed and submitted to Head Office no later than <strong>August 15</strong>. Prepare Business Plan. To be completed and submitted to Head Office no later than <strong>August 15</strong> along with the budget. Submit updated Branch Business Plan for Council Meeting. To be completed 30 days prior to Council dates.</td>
</tr>
<tr>
<td>September</td>
<td>Advise attendance at Branch Chair Meeting and Council. Prepare <strong>quarterly</strong> financial statements and submit to Branch Coordinators for Review. Confirm dates for AGM and/or President's visits, noting that Branch AGM's must be held a minimum of 30 days prior to the Association’s Annual Conference and General Meeting.</td>
</tr>
<tr>
<td>November</td>
<td>Submit updated Branch Business Plan for Council Meeting. To be completed 30 days prior to Council dates. Also, advise attendance at Branch Chair meeting. Promote involvement in NEGM activities. Should commence upon receiving event approval from Head Office.</td>
</tr>
<tr>
<td>December</td>
<td>Prepare <strong>quarterly</strong> financial statements and submit to Branch Coordinators for Review. Seek nominations for new Executive. This should be continuous throughout the year, but should be finalized for the Branch AGM no later than <strong>50 days prior</strong> to the Branch AGM date. (may also be finalized in January depending on AGM date) Confirm date and time of the Branch AGM keeping in mind that the event must be held at least <strong>30 days prior</strong> to the Annual General Meeting of the Association (may also be confirmed in January depending on the AGM date)</td>
</tr>
</tbody>
</table>
Business Plan

Just as APEGA must prepare a business plan, so too must a Branch prepare a brief statement of what the Branch plans to accomplish over the next 12 months. These plans should be aligned to APEGA’s strategic priorities. It will be the foundation for the Branch budget. The completion of the following year’s business plan should be one of the first activities of a new Executive and should be completed and submitted to the CEO or designate by August 15.

Refer to Appendix D for the format.

APEGA Priorities/Branch Strategies and Actions

Branch strategies and business plan activities should align and support APEGA’s Strategic Plan and priorities. The Branch Business Plan should identify the strategies and specific activities that are to be undertaken by when and by whom. Not all areas identified in APEGA’s Strategic Plan need to be undertaken by a Branch; some may be undertaken only by the satellite Branches, others only by the large urban Branches, and some initiatives taken by all Branches. Ultimately, the level and focus of activity will be determined by the Branch’s interests and capabilities.

A Branch Chairs’ meeting will be held once per year with a focus on communicating APEGA priorities for the following year. This meeting will typically be held in June. The information shared at this meeting will help develop the Branch’s business planning for the following year.

Details of APEGA’s Strategic Plan can be found in the link below:

http://www.apega.ca/about-apega/publications/strategic-plans/
**Budget**

Following completion of the Branch Business Plan, a cash flow budget for the next calendar year must be submitted to Head Office by August 15. This is to allow any Branch financial requests to be incorporated into APEGA’s budgeting process. APEGA’s Business Plan is submitted for review to Council at the September Council meeting, with budget approval by Council at the December Council meeting. The Fiscal year goes from January 1 to December 31.

**Financial Objective**

The objective is to maintain a level of funds in the Branch account that is optimal for that particular Branch. The aim of Branch financial planning for events should be to achieve a break-even or better status where possible. However, it is recognized that communications activities with members and the public and outreach (K-12 and University students) should be considered an investment rather than a revenue opportunity. Financial transparency amongst the Branches and Head Office is of utmost importance. Financial statements based on the Branch’s forecasted cash flow budget will be required and will be submitted to the CEO or designate quarterly. The Branch Cashflow Budget Form is set up to track actuals against forecast including budget variances. The form for the budget appears on the Google Drive and in Appendix E.

APEGA disbursements are available to maintain this optimal financial level; however, Branches should budget for no more than 2 disbursements per year. These disbursements do not come automatically. They will be granted for those Branches who submitted a budget and have indicated disbursements are required. They must be requested by the Treasurer to the Branch Coordinator and must come with appropriate data to identify the need for the advance.

A review of the Financial state of the Branches will be done by Head Office once per year (usually in Q2) to evaluate Branch financial practices.

**Branch Cashflow Budget Form**

The form for the budget appears on the Google Drive and in Appendix E.

The Cash Flow Budget is dedicated to estimating the revenue and expenses to be financed by the Branch through the Branch bank account. It also allows the Branches to estimate the timing and amount of disbursements from APEGA. Once approved, the Cash Flow budget should become a live document, with forecasted values replaced with actuals as the year progresses. This can become the framework of the Branch Financial statements.

**Preparing the Budget**

Only the greyer fields in the budget spreadsheet need to be filled in. The items listed in the spreadsheet in Appendix E are described below.

**Section I – Revenue and Expenses Paid by the Branch from the Branch Bank Account**

**Bank Balance – Start month**

The only number in this category that needs to be entered for budget planning is the estimated bank balance on January 1 of the budget year. The balance should include all Branch funds in current accounts, savings accounts and term deposits.
Local Branch Revenues

Events - Revenues should be estimated for all events, and should be identified as separate line items. Examples of events are Professional Development, Luncheons, and Network events, AGM, etc. Please note that events should be budgeted to make a profit (or at a minimum break-even) in order to assist in the financing of other programs that may need to be subsidized like Outreach activities, and general meetings. In setting prices for events, both the local expenses and Head Office expenses for promotion and gifts should be taken into account. Take into account a lower price for students that wish to attend all Branch Events as well (if applicable). Please refer to Revenue Expense Summary, in the appendices for a template.

While Head Office may assist in collecting payments (ticket prices, sponsorships, etc.) for an event, all revenues that are collected for a Branch funded event will be remitted back to the Branch after all payments have been received.

Items – This is for any revenue generated from sources other than events. For example, any Sponsorship dollars expected to be received should also be identified as a separate line item. Bank interest is another example.

Local Branch Expenses

Branch Executive Meetings – Facilities, food and beverage expenses for Executive meetings and appreciation plaques should be budgeted here.

Travel – Local expenses only should be budgeted here. In the case of Branches with significant travel distances between population centers, Executive members only may be reimbursed for travel at the APEGA-approved kilometer rate. These costs should be minimized through car-pooling where possible.

Administrative – local expenses related to stationary, printing, postage, courier services etc. should be identified here.

Events – All Event expenses need to be identified separately for each line item, preferably with corresponding Event revenue above. This budget item identifies meals, travel, and other program expenses associated with running a Branch event. Examples of Branch events include Network events, Branch Luncheons, Professional Development seminars, Golf Tournaments, AGM, other Branch meetings, etc.

Outreach (K-12) Events – This budget item identifies meals, travel (at the APEGA-approved kilometer rate) and other program expenses associated with APEGA approved elementary and secondary school activities. This would include the purchase of trophies or awards (if purchased locally), and their updating.

College (1st year transfer) Events (if applicable) – This budget item identifies meals, travel and other program expenses associated with the 1st year transfer programs in local colleges. Activities could include, organizing mixers where students meet members and learn more about the professions, and making presentations to them about APEGA, professionalism and ethics. Scholarships should be awarded only by request from the APEGA Education Foundation.

Please note that all sponsorships to other organizations are to be directed through Head Office. Under no circumstances should Branches sponsor another organization.

Other – This item is for charges not covered above.
APEGA Disbursements – APEGA will advance money to the Branches upon request to ensure that they have sufficient funds on hand to effectively operate. Disbursements will be granted for those Branches who submitted a budget and have indicated disbursements are required. The Branch will insert appropriate disbursement amounts and timing of disbursements in the Branch’s cash flow Budget to meet the short term objectives above. The Branch should only budget for a maximum of 2 disbursements per year, providing a 2 week advance notice. Branches must provide the following to request an advance:

- Up to date Cash-Flow Budget Form
- Most recent bank statement
- Reason for the disbursement

Banking

The Branch may choose a bank of its choice. It shall not invest any of the Branch funds in equities, bonds or derivatives of any kind. Guaranteed Investment Certificates are acceptable if the Branch feels that doing so would be a prudent use of Branch funds and yet satisfy the cash-flow needs of the Branch. Branch statements must be available to Head Office at any time, upon request.
Liability Insurance

Branches should ensure that all Branch events do not incur undue risk to participants.

APEGA’s General Liability insurance covers APEGA’s employees and volunteers, and includes any APEGA Branch volunteers, activities, and events.

For any Branch activities or events that include alcohol, additional coverage will be required. In these instances, please contact your Branch Coordinator a minimum of 5 business days prior to your event so that the paperwork can be processed.

While APEGA’s General Liability insurance normally exceeds a venue’s request for minimum liability coverage, it would be prudent to contact your Branch Coordinator for guidance should there be events that have a greater potential risk (other than alcohol service).

Expenses related to Liability Insurance for any Branch activities and events will be budgeted out of Head Office. It is imperative that Branch Chairs actively communicate during the Branch business planning process those events requiring liquor liability coverage for Head Office’s budgeting purposes.
Professional Member Induction and President’s Visit Guideline

The President’s visits to Branches should be considered as a special event in the community during which the professions and the community meet. They are a time to:

1. Recognize members for their achievements
2. Be challenged and inspired by the President’s message
3. Raise the level of pride in the professions by members
4. Raise the awareness of and appreciation for APEGA and the professions with local government officials and business leaders
5. Network with other members and local government officials and business leaders
6. Liaise with Branch Executive

The event includes meetings with Permit Holders and/or visits to their facilities; visits with local government officials and business leaders; a meeting with the Branch Executive; and a banquet at which members are recognized for their achievements and the President presents a keynote address.

To be successful, coordinated planning by APEGA staff and the Branch Chair (or designate) is required. In simple terms the Branch provides suggestions on activities/meetings to undertake; the Branch Chair (or designate) coordinates the venues for the banquet and for the meeting with the Branch Executive; while various departments at Head Office organize the overall itinerary for the visit. The following represents a typical timeline for activities.

<table>
<thead>
<tr>
<th>Timing</th>
<th>Responsibility</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks before or</td>
<td>Branch Chair or</td>
<td>Confirm date for visit in consultation with Director, Executive &amp; Government Relations re: President’s availability. Avoid conflicts with other events such as local Council meetings, Chamber of Commerce meetings, Economic Development Authority meetings, school board or local post-secondary institution board meetings. Confirm venue for the dinner and forward contract for venue to the Branch Coordinator for the Event Planning &amp; Member Recognition Manager for review and sign-off. Menu choice is used to determine the ticket cost per person for paying guests and must include taxes and gratuities. Head Office will subsidize up to $5.00 of the ticket price. Determine whether Branch AGM will be held the same evening. Suggest possible permit holder visits. Timing of private luncheon or reception with Branch Executive and the President is confirmed.</td>
</tr>
<tr>
<td>when requested by</td>
<td>designate</td>
<td></td>
</tr>
<tr>
<td>CEO or designate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timing</td>
<td>Responsibility</td>
<td>Activity</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5 weeks</td>
<td>Director, Executive &amp; Government Relations</td>
<td>Invitation list for local government officials, business leaders and members receiving recognition is forwarded by the office of the Director, Executive &amp; Government Relations to Branch Chair for review. The list should include voluntary service award recipients, new inductees (satellite), new Life Members (satellite), FEC recipients, FGC recipients, local MP; Branch MLAs; local Mayors and Councilors/Aldermen as appropriate; ASET representatives, including ASET Board Member(s) and/or Chapter Chair; School Superintendents; College/University Presidents; Chamber of Commerce, key business leaders and others as deemed appropriate.</td>
</tr>
<tr>
<td>5 weeks</td>
<td>Branch Chair (or designate)</td>
<td>Review and provide input on the invitation list to the office of the Director, Executive &amp; Government Relations for action.</td>
</tr>
<tr>
<td>4 weeks</td>
<td>Director, Executive &amp; Government Relations</td>
<td>Invitations sent to local officials and members receiving recognition.</td>
</tr>
<tr>
<td>4 weeks</td>
<td>Branch Coordinator</td>
<td>Notice of the President’s visit activity is sent to all Branch Members. Members will be able to register online and pay for their dinner tickets in advance. Members being inducted and receiving special recognition (for other reasons) are invited to bring a guest who will receive a complimentary ticket to the dinner. Members being inducted are able to bring additional guests if desired, but will need to pay for these additional tickets.</td>
</tr>
<tr>
<td>2 weeks</td>
<td>Director, Executive &amp; Government Relations</td>
<td>Meetings with Members and local government officials are confirmed and the detailed itinerary is confirmed.</td>
</tr>
<tr>
<td>2 weeks</td>
<td>Branch Chair (or designate)</td>
<td>Find someone who is able to take pictures at the event. A link to the photos will be posted on APEGA’s website 7-10 days after the photos are received by the Branch Coordinator.</td>
</tr>
<tr>
<td>1 week</td>
<td>Branch Chair (or designate)</td>
<td>Banquet attendees confirmed by Branch Coordinator to Branch Chair (or designate) and numbers confirmed with hotel. Confirm menu and confirm that wine will be poured at dinner, so that each individual is able to decide whether they would prefer red or white wine. Each attendee should also be provided one drink ticket. Contact local press to inform them that the event is happening (Reminder: Follow the Guidelines outlined in the Media Relations section of this manual)</td>
</tr>
<tr>
<td>Timing</td>
<td>Responsibility</td>
<td>Activity</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1 week before</td>
<td>Branch Coordinator</td>
<td>Nametags, commemorative booklets, pins, and certificates sent to Branch Chair (or designate)</td>
</tr>
<tr>
<td>1 week before</td>
<td>Branch Chair (or designate)</td>
<td>Confirm the availability of the following:</td>
</tr>
</tbody>
</table>
|                   |                                       | • Banners (should be in Branch)  
• Registration table (located near entrance)  
• Nametags (by Branch Coordinator)  
• Tables reserved for local dignitaries  
• Place cards for the local dignitaries  
• Table for certificates and pins (near the podium)  
• Drink tickets (normally provided by the venue)  
• Podium  
• Screen  
• Projector table  
• Extension cord  
• Projector and laptop (if required) |
| 3 days before     | Director, Executive & Government Relations | Seating arrangement for reserved seating and room set up is created and sent to the Branch Chair (or designate)                                                                                     |
| 3 days before     | Branch Chair (or designate) & Branch Coordinator | Program and evening script is completed with the assistance of the Branch Coordinator                                                                                                                |
| 3 days before     | Branch Coordinator                    | List of all attendees to be sent to the Branch Chair (or designate). All VIPs attending as well as the list of who will bring greetings on behalf of their colleagues are confirmed by the office of the Director, Executive & Government Relations (and can possibly change up to the time of the event) |
| Day of visit      | Branch Chair (or designate)           | MC - It is important to choose an MC who has experience, is comfortable speaking to an audience and who can be clearly understood. It is not necessary that the Branch Chair be the MC unless he/she is the most suitable person. The sound and projection systems must be checked before guests arrive to ensure that they are in good working order.  
VIPs – There should be at designated reserved tables for VIPs and they should be aware, when they arrive, where they will be seated and who will be at their table. Place cards are also recommended. VIPs should receive two complimentary bar ticket per person (two for the VIP and two for the VIPs’ guest). |
<table>
<thead>
<tr>
<th>Timing</th>
<th>Responsibility</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Room layout - It is important to ensure that all participants in the evening have a clear view of the screen and that the podium is strategically placed. When the room is long and narrow the podium and screen should be placed in the centre of the long wall to optimize viewing. See <strong>Appendix H</strong> for an Agenda template</td>
<td></td>
</tr>
<tr>
<td>Day after</td>
<td>Branch Secretary</td>
<td>If AGM is held the night before, advise the Branch Coordinators of the new Executive (including complete contact info such as phone number, email and mailing address)</td>
</tr>
<tr>
<td>Day after</td>
<td>Branch Chair (or designate)</td>
<td>Have any photos that were taken at the event sent to the Branch Coordinator, so a link can be placed on APEGA’s website</td>
</tr>
<tr>
<td>Week after</td>
<td>Branch Treasurer</td>
<td>As this event is funded by Head Office, all invoices and any monies collected at the door from walk-ins are to be sent to the Executive Assistant to the Director, Executive &amp; Government Relations, with a breakdown of paying guests, special guests and catering costs, including wine.</td>
</tr>
</tbody>
</table>
Outreach & Product Services

The primary objective for the APEGA Outreach program is to attract youth to the Professions and grow their technical competence and passion for geoscience and engineering. In addition, we want to inform the public about applied sciences and how they shape modern society. This aligns with APEGA’s current 2013-2016 strategic priority of attraction, retention, and advancement of individuals to the Professions.

APEGA currently has two focus areas for Outreach: K-12 (elementary, junior and senior high) and University Outreach.

APEGA K-12 Outreach

The K-12 Outreach programming by APEGA head office consists of:

- **APEGA Science Olympics:** An annual interschool event where teams of students compete in a variety of engineering and geoscience-related challenges. The event often takes place during the National Engineering and Geoscience Month in March; however, it can be organized at a time that is best suited to schools at the Branch location.

- **Career Events:** These are requests received from schools for career booths or career presentations that inform students about the work of engineers and geoscientists.

- **Elementary Science Nights:** These are after school events with several science, technology, engineering, and math (STEM) related activities, designed to engage and pique the interest of elementary school students. Open to teachers, students, and families of the host school.

- **Aboriginal Mentoring Program:** Professionals dedicate at least one hour a month to a classroom with a high Aboriginal population providing talks/activities to showcase engineering and geoscience.

- **APEGA Rock & Fossil Clinic:** The public brings rock and fossil samples to be identified by Professional Geologists. The day may also have a related speaker or other geoscience activities, and currently occurs in Edmonton.

- **APEGA Pi Challenge:** An exciting and challenging math competition for junior high and high school students in which participants demonstrate their knowledge of mathematical concepts and problem solving skills by answering a series of multiple choice questions based on their curriculum, in both individual and team settings. This event currently only occurs in Edmonton.

Contact your Branch Coordinator for a K-12 Outreach Supplement document with detailed information on planning these events.
Roles and Responsibilities

APEGA Staff
- develop the provincial strategies, programming, promotional material
- approve Branch Outreach events
- provide advice and support to Branch Outreach Leads
- receive Branch records and metrics of all events and report progress regularly to Director of Outreach and Product Services
- work with the Volunteer Management Coordinator to recruit, screen, and train volunteers on processes, policies, procedures, guidelines and standards

APEGA Branch (Executive)
- develop and maintain the Outreach budget for the Branch
- assign a designated Outreach Lead
- prepare a schedule of Outreach events for the branch by June 30 and obtain approval for their implementation from Head Office Outreach Staff

APEGA Branch (Outreach Lead)
- implement the approved schedule of Outreach events for the branch
- recruit event volunteers, using approved APEGA recruiting materials (e.g. e-PEG ads and Branch News) or by word of mouth
- organize approved Outreach events (e.g. career events, APEGA Science Olympics, science fair judging, etc.) with the support of a work-group and may assign designated alternates to head up some events
- maintain Outreach reports on events (e.g. contacts, member volunteer participation) and gather required metrics for Head Office
- solicit sponsorship for Outreach events (e.g. APEGA Science Olympics, etc.) as required and/or assign a designated alternate as may be required
- forward event income and expenses to Branch Treasurer
- know and understand APEGA Communication policies (e.g. logo use, documents, and speaking notes on behalf of APEGA)
- regularly communicate with designated Head Office Outreach staff as directed by your Branch Coordinator

APEGA University Outreach

Vision statement:
    Engineering and geoscience students in Alberta know their ethical obligations as members of the Professions and are prepared for their responsibilities and careers.

Mission statement:
    Prepare engineering and geoscience students in Alberta for their future professional careers.

APEGA University outreach programming is coordinated by the APEGA University Coordinators (Southern and Northern), and consists of:
- Administering ASAP (APEGA Student Advantage Program)
- APEGA Presentations
  - APEGA 100 (an introductory presentation for 1st year students)
- APEGAs 500 (a presentation about ethics and professionalism for 4th year undergraduate students, and graduate students)

**APEGA events on campus**

As an example, some events planned at the University of Alberta and University of Calgary in 2015-2016 included:

- **Rapid Resume Reviews**
  - Students are given the opportunity to improve their chances of getting an interview by having their resume reviewed by numerous volunteers

- **Speed Mock Interviews**
  - Students practice interview skills by answering a question and receiving feedback about their answer from numerous volunteers

- **Panel Discussion/Industry Mixer**
  - Students listen to a panel of professional members answer questions about careers in industry. Then students mingle with professional members to practice their networking skills and learn about the different careers within the professions

- **Speed Networking**
  - Students meet one-on-one with numerous professional members

**Goals, Actions, Responsibilities, Timelines**

Branches that have a college/university with a transfer engineering or geoscience program should aim to plan/execute at least one event within each school year. The following is a list of transfer schools and associated Branches:

- Lethbridge University (Lethbridge Branch)
- Grande Prairie Regional College (Peach Region Branch)
- Keyano College (Fort McMurray Branch)
- MacEwan University (Edmonton Branch)
- Medicine Hat College (Medicine Hat Branch)
- Red Deer College (Central Alberta Branch)
- University of Alberta, University of Calgary, Mount Royal University (Events at these schools are organized by the APEGAs Student Liaison Committees, under the direction of the University Coordinators.)

In the Branches that have a college/university with a transfer engineering or geoscience program, the Branch Outreach Leads are responsible to:

- organize college/university events
- maintain the university outreach file including activity information, volunteer roster, and pertinent contact information for that region. Head Office should have access and copies of this file for record retention
- develop and monitor the university outreach budget for the Branch
- regularly communicate with the Branch and University Coordinators
- know and comply with APEGAs Communication policies (e.g. logo use, documents, and speaking notes on behalf of APEGAs)

<table>
<thead>
<tr>
<th>Goal</th>
<th>Actions</th>
<th>Responsibilities</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan and execute at least one event</td>
<td>Evaluate student needs Branch Outreach Lead</td>
<td>July</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Decide what kind of Branch Outreach Lead</td>
<td>July</td>
<td></td>
</tr>
<tr>
<td>Event Description</td>
<td>Responsible Party</td>
<td>Date(s)</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Provide APEGA University Coordinator with a business plan, outlining all proposed</td>
<td>Branch Outreach Lead</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>events for the upcoming school year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review business plan and approve/make alternative suggestions</td>
<td>APEGA Staff</td>
<td>August 15</td>
<td></td>
</tr>
<tr>
<td>Choose tentative date(s) for event(s)</td>
<td>Branch Outreach Lead</td>
<td>August 31</td>
<td></td>
</tr>
<tr>
<td>Book venue</td>
<td>Branch Outreach Lead</td>
<td>August 31</td>
<td></td>
</tr>
<tr>
<td>Plan event*</td>
<td>Branch Outreach Lead/APEGA University Coordinator</td>
<td>Two months prior to event</td>
<td></td>
</tr>
<tr>
<td>Create event evaluation forms to capture metrics</td>
<td>Branch Outreach Lead/APEGA University Coordinator</td>
<td>3 weeks prior to event</td>
<td></td>
</tr>
<tr>
<td>Run event</td>
<td>Branch Outreach Lead</td>
<td>September-March</td>
<td></td>
</tr>
<tr>
<td>Prepare Event Report</td>
<td>Branch Outreach Lead</td>
<td>Within week after event</td>
<td></td>
</tr>
<tr>
<td>Submit Event Report to APEGA University Coordinator</td>
<td>Branch Outreach Lead</td>
<td>One week after event</td>
<td></td>
</tr>
</tbody>
</table>

*See Appendix I for the Outreach Event Planning Checklist

**ASAP (APEGA Student Advantage Program)**

ASAP stands for APEGA Student Advantage Program. This program offers 1st, 2nd, 3rd and 4th year undergraduate engineering and geoscience students at the following Alberta schools the benefits of APEGA membership at no cost:

- Grande Prairie Regional College
- Keyano College
- MacEwan University
- Medicine Hat College
- Mount Royal University
- Red Deer College
- University of Alberta
- University of Calgary
- University of Lethbridge

Students enrolled in a Masters or PhD program do not qualify for this membership as they are expected to enroll in the Member-in-Training program upon convocation from their undergraduate degree.
APEGA’s ASAP goal is 100% enrollment for students currently enrolled in an engineering or geoscience undergraduate program in Alberta. To enroll in the ASAP program students should be encouraged to visit the following URL:

https://www.apega.ca/educators/asap/

The advantages of this program include:

- Access to APEGA member benefits
- Access to the APEGA job board
- Access to the APEGA salary survey
- First-year fees waived when students register as Members-in-Training
- Subscription to the PEG magazine
- Discounts at some Branch functions
- APEGA Student Advantage Program (ASAP) member events
- Outreach volunteer opportunities

We ask that application forms for ASAP be made available to students at all university-focused Branch events. All completed forms must be collected at the end of the event and mailed to your respective University Coordinator. Contact your Branch Coordinator for the appropriate University Coordinator’s contact information.

**Metrics**

The APEGA University Outreach team uses specific metrics to measure and report the success of all of our events to APEGA Senior Leaders and the CEO. This information helps us establish how we did, how we can improve, and make the decision as to if the event(s) should continue.

Metrics can be captured by encouraging all participants of an event (both volunteers and students) to complete and submit a feedback form. A template can be found in the appendices under **University Outreach Event Feedback Form**.

All metrics need to be submitted to the University Coordinator for your region after each university event, within one business week following the event. Your regional University Coordinator would be more than happy to assist you in creating this report by answering any questions you may have regarding any of the following metric measurements:

- Professionals registered
  - Breakdown of male to female
  - Number of M.I.T.’s and Professional Members
- Students registered
  - Breakdown of male and female
- Waiting list numbers (if applicable)
- Professionals attended
  - Breakdown of male and female
- Students registered
  - Breakdown of male and female
- Number of no-show students/professionals
  - How many cancelled prior to the event?
- Number of ASAP applications submitted
• Number of evaluation forms submitted (students)
• Number of evaluation forms submitted (professionals)
• Net Promoter Score (students)
• Net Promoter Score (professionals)

Diversity & Inclusion

Women in APEGA

Diversity is the key to sustainable engineering and geoscience professions. APEGA is committed to engaging the best minds in the professions.

The Women in APEGA Advisory Group was created in 2011 to assist APEGA with its goal of increasing the representation of women in the professions to 30% by 2030 (30 by 30).

Since 2011, Engineers Canada and its constituent organizations across the country have adopted a similar goal and have committed to raising the percentage of newly licensed engineers that are women to 30% by the year 2030.

For more information on Diversity & Inclusion, please contact your Branch Coordinator.

Member Benefits

As an APEGA Member, you can receive discounts on the following types of service:
• business
• financial
• insurance
• personal
• travel
• Job Board
• Salary Survey (https://www.apega.ca/about-apega/publications/salary-survey/)

List of All Benefits & Discounts
• Information on all member benefits and how to redeem them can now be found on our website at https://www.apega.ca/members/benefits/ and in the Member Self-Service Centre (https://members.apega.ca).

Eligibility Requirements
To receive group benefits you must be one of the following:
• an active APEGA Member in good standing
• an active Member-in-Training in good standing
• an active APEGA Student Advantage Program member in good standing
• a Life Member
Roles & Responsibilities

APEGA Staff
- develop strategies, and promotional material for the Member Benefits portfolio
- approve new Member Benefits providers
- update the list of Member Benefits providers on the website and Member Self Service Centre
- promote Member Benefits to all APEGA Members and Permit Holders

APEGA Branch (Executive)
- promote Member Benefits to the Branch Members
- Provide feedback to APEGA Staff on the service of the different providers
- Provide suggestions about potential providers
Professional Development (PD)

Main Categories

PD Sessions - As part of professional practice, Members are required to complete 240 Professional Development Hours (PDHs) under APEGA’s Continuing Professional Development (CPD) program. On average Members need to complete 80 hours per year. The area of emphasis for a Member’s professional learning and development needs is based on three aspects: 1) Member-employee’s related needs, 2) employer’s relevant needs, and 3) APEGA’s relevant learning areas for its Members.

Members of all levels are welcome to attend any PD session, however, a note recommending who the session level or content is best suited for is included with the session description which is posted online for review and registration. All session registrations now include: sending receipts to the Member Self-Service Centre, emailing out a session e-survey along with presentation documents link following the session, and emailing a completion certificate for tracking CPD hours in the Detailed Activity Record. Topics tend to be of broad interest to a wide range of Members. Session status and Member input from session e-surveys is regularly reviewed for program-related learnings that impact program planning.

Conference PD Sessions - APEGA’s Annual General Conference is held in mid to late April, alternately in Calgary or Edmonton – the locations where the bulk of Members reside. Starting in 2016, APEGA PD has adopted a fresh approach to enhance variety and choice for conference session selections. Given the diversity of APEGA’s membership having more session options results in a customized approach to learning. Sessions are organized by themes made to appeal to members of various disciplines and industries. Such themes may include: regulatory insights, innovation, technical know-how and managing change.

As well, increased emphasis has been placed on securing speakers who are Members, with unique subject matter expertise, and experience facilitating engaging and interactive presentations. Handouts have transitioned from PowerPoint slide copies to practical summaries and tools to help participants apply the content in their work situations (e.g. checklist, decision-tree, strategies list, etc.).

Benefits of APEGA’s PD Program

Some benefits associated with participating in PD sessions hosted at APEGA include:

- Increased knowledge or skills in an area related to one’s work
- Learning events offered at below market rates
- High quality and varied selection of presenters
- New relevant topics and presenters added each season. Topic areas include: Management/Supervision, Communication Skills and more
- Contribution towards the required Continuing Professional Development (CPD) hours
- Networking opportunities with fellow members
PD Events in the Branches

Hosting PD in the satellite Branches offers a unique challenge to Branch Executives. APEGA’s PD Program Manager and Coordinator can help you as follows:

- Assist Branch PD event coordinators with planning, including locating a presenter on a specific topic, determining event logistics, supporting Member needs assessment, and ensuring engaging events while being ‘cost-recovery’ focused
- Sharing the PD Department’s Presenter Database and/or helping secure a specific presenter or venue for the event
- Working with the Branch to identify suitable event parameters, and helping with event promotion and registration as needed

Branches are required to provide the Chair/Member of the Executive Committee (or designate) with complimentary event registration. One or more member of the Branch Executive is expected to be on hand at each event to confirm registrants, and monitor amenities and provisions to ensure Members’ expectations are met (i.e. enough food, photocopies, chairs/tables, audio-visual equipment is in good working order, etc.) based on the contractual arrangements between the Branch and the venue hosting the event.
Mentoring Program

Launched in 2004, the APEGA Mentoring Program has been supporting the professional learning and growth needs of Members, one mentoring relationship at a time. The purpose of mentoring is informal learning to support the development of work-related skills necessary for effective working relationships. One-on-one knowledge sharing between mentors and mentees is largely for transferring ‘tacit knowledge’ from the experienced mentor to the still-learning mentee. Learning from one’s mentoring relationship is ‘two-way’ or from mentor to mentee and vice versa. Mentoring also supplements extrinsic professional knowledge, providing mentees with opportunities to speak freely with an experienced colleague not from his/her workplace, and sometimes from outside of his/her industry.

Program background highlights:
- APEGA’s Mentoring program was the basis of other mentoring programs in various fields (e.g. pharmacy, accounting) and organizations (e.g. Government of Saskatchewan, Enbridge, post-secondary institutions and such)
- APEGA’s program is recognized as a leader in Western Canada. The program is a formal one, with written goals and objectives to guide both mentors and mentees through the process, supporting the development of work-related skills, such as those related to Canadian workplace expectations, job search, self-confidence on the job, decision making skills, interpersonal communication skills, working cross-culturally, etc.
- The on-line registration process developed in-house has been streamlined for easy access
- Program supports for participants include mentor/mentee orientation sessions, learning and networking events. Participants also receive guidance from a dedicated Program Coordinator, who responds to Member requests and comments by phone or email, supports mentor-mentee matching and provides individualized coaching on mentee action plans, and more
- Annually, a Mentoring Conference or Mentoring PD Day is hosted to provide an opportunity for program participants, other Members and other professionals involved with mentoring, to learn from experienced practitioners and experts to enhance their mentoring experiences

Benefits of Mentoring

For the Mentor:
- Give back to your profession
- Gain insights from fellow professionals of different ages and from different cultures
- Enhance your mentoring skills with younger members and professionals in transition
- Support those who are new to Canada
- Claim up to 20 PDHs for each year of active mentoring
- APEGA’s Summit Award for Outstanding Mentor
- Volunteer appreciation events
For the Mentee:

- Enhance work-related soft skills (eg. Communication, teamwork, time-management, decision-making, job search)
- Learn from an experienced, non-judgmental professional
- Acquire information on your chosen career path or alternates
- Gain an advocate who can help you build a professional network
Communications

Introduction

The Communications Group consists of the Member & Internal Communications Department, the Public Relations Department and the Communications Director's Office. The Communications Group provides strategic and tactical communications counsel to ensure APEGA's brand, including our visual identity, is consistent across all activities.

APEGA Visual Identity

An important element of the APEGA brand strategy is our visual identity. An integral part of the visual identity is our logo. There is an APEGA logo specific to each Branch.

SAMPLES

The three versions of the logo are
- Colour
- Solid
- Solid white (also called reverse)

Letterhead

Members of any Branch Executive may print their logos on letter-sized paper, when they want to communicate in writing to Members, sponsors or others. Letterhead logos and formats are distributed by the Director, Member Services, or the Branch Coordinator directly to Executives.

Designation Logos
APEGA also has logos specific to three important groups of Members.
- Members-in-Training
- Members
- Permit Holders
Rules apply to the use of APEGA logos. Refer to Appendix K for a summary of our Visual Identity Guidelines. They address spacing, sizing and colours. To obtain reproducible logos, and to find out more about who may use them and how they may be used, please contact the Graphics Technician, Communications Group through you Branch Coordinator. The Graphics Technician can also assist vendors who are creating materials at your request.

**Media Relations**

As an APEGA Member, you have at least three possible roles.

1. A representative of APEGA, your Branch and the professions
2. A representative of your firm or employer
3. An independent, self-regulated professional with status in the community

In a media interview, always be aware of which role you are playing. Identify this role to reporters when responding to their interview requests.

**APEGA Media Relations Policy**

Members of the Branch Executive may speak with media but ONLY as it relates to their position and area of expertise.

- Make no comments on hypothetical situations or areas outside of your direct responsibility
- Before responding to a media inquiry, if at all possible speak with the Director, Communications, or designate, in Edmonton
- As soon as possible, share with the Director, Communications, or designate, the details of any media interactions you’ve had

There are two types of media interactions – proactive and reactive.

**Proactive**

You have contacted local media outlets to invite them to an event or you’ve shared information about a program. These could include:

- A Branch luncheon or professional development event with a speaker or presenter of interest. Note: Always seek consent from your speaker or presenter before contacting media
- An outreach event, such as a Science Olympics, a science fair or a science night
- A local charity or local charity event
- An APEGA President’s Visit (always in consultation with APEGA staff)

**Reactive**

A media outlet has contacted you regarding an issue, perhaps related to a

- Local news situation or event
- Permit Holder
- Member
- Matter affecting the Engineering or Geoscience Professions, or both
Whether your interaction is proactive or reactive, Communications staff can assist. We appreciate knowing what is happening in the Branches regarding media – good and bad.

Communications staff will respond to media enquiries that you receive in the following circumstances.

- You do not wish to respond
- The issue is not local
- The issue is controversial or sensitive

Communications will share with you the consistent and appropriate messaging that matches your situation. This ensures that the APEGA professions and the Association are fairly and accurately represented.

The Branch may be unaware that a media inquiry is part of a larger issue for the Association.

If you are going to speak to the media
1. **Be prepared**
   - Know what you can say
   - Know what you cannot say and explain why you cannot say it
   - **Never** say “no comment” – it will almost always be interpreted negatively

2. **Key messages**
   - Prepare them in advance (three is ideal, no more than five)
   - Keep them simple
   - Consider them in all your responses

3. **Take control over your participation**
   Ask the reporter
   - What is the focus of the interview and the story?
   - Who else is being interviewed?
   - Will the interview be recorded or will it air live?
   - What is the deadline?
   - When will the report appear or air?

**Other points to keep in mind**

- You do not have to agree to an interview
- You can always say, “I don’t know.” In fact if you don’t know, you should say it
- Do not repeat a negative question – reframe it, perhaps using a key message
- Never argue with a reporter – you will lose
- You are never off the record, even if a reporter says you are
- Listen actively. Don’t tune out the question because you are formulating your response
- Take your time responding
- Don’t feel obliged to fill dead air. This is a common tactic reporters use
- Respond in a respectful and professional manner
- Enjoy! Be enthusiastic! Be confident! Have fun!
Please remember: you may not know all of the story or understand how the issue may relate to the bigger APEGA picture.

**Media Coaching**
Communications can provide media coaching
- Before an event or issue is identified
- Just prior to your response
- Just before you invite media to an event

Communications can coach you
- In person
- By telephone
- By videoconference

Communications can help you
- Develop key messages
- Role play or rehearse with you
- Debrief you after an interview

**Informing Head Office**
Whenever a reporter contacts a Branch, please advise the Director, Communications, or designate, in Edmonton, as soon as possible. You may even wish to touch base before responding to a voice mail message or email request.

This allows us to
- Work with you in advance of responding to the request if you wish
- Be aware of and prepare for issues

**Branch News**

On behalf of the Branches, the Member & Internal Communications Department in the Communications Group creates and emails electronic newsletters to APEGA Members within their Branch areas. Each Branch News promotes events, events registration and volunteer recruitment. When required, Member and Internal Communications will create electronic registration forms for official Branch functions.

This process does take time and involves scheduling considerations.
Submission Dates
To avoid overwhelming Members, we limit the amount of email we send them. Remember: Your Branch-specific message is not the only APEGA email Members receive. It is critical that we maintain as much consent as possible under Canada’s Anti-Spam Legislation so we can continue reaching Members. Too much email may prompt Members to ignore your message – or opt out of APEGA email entirely.

A Branch News from any one Branch can be sent out only twice per month. Content for Branch News must be received a minimum of one week prior to the date you would like the Branch News to be sent out. Any specific date cannot be guaranteed; however, we will do our best to accommodate dates as required.

Please note that the e-PEG Newsletter is sent out the last Friday of every month and APEGA will not distribute any Branch Newsletters on this day.

Send your messages to APEGA through the person your Branch has designated as the Branch Communications Liaison. It is the liaison’s responsibility to make sure messages are grouped as much as possible – in other words, you should promote more than one event in a single Branch News rather than ask us to send out two separate messages in the same week.

From time to time, APEGA will add Association-approved messaging to your Branch News. We do this at our own discretion.

Content Format
Messages must relate directly to APEGA, Branch activities, or the Professions of Engineering and Geoscience. Each message should include
- The date and time of the event
- Speaker name and the APEGA professional designation of the speaker (when applicable)
- A short description of the event (abstract/bio of speaker, food offerings, etc.)
- Pricing (when applicable)
- A link to more information
- Contact information

Please note: thank-you messages to sponsors or other supporters are not included in the Branch News.

We edit all messages. We do this for brevity, clarity and consistency with APEGA’s corporate communications policies and style. For examples of previous newsletters, please ask your Branch Coordinator.

Submitting Content
Branch Communications Liaisons should email content to their Branch Coordinator.
Sponsorships and Grants

Obtaining Sponsorships and Grants is an option to help balance Branch budgets. It is also a great opportunity to engage local Permit Holders and acknowledge their support in APEGA events and activities. The following section provides Branches some perspectives and guidance on obtaining sponsorships and grants in your local community. Any requests to APEGA for grants or sponsorships should be directed to the Director of Communications for follow-up.

Definitions

It’s important to understand that there is a distinction between grants and sponsorships.

- A **grant** is a gift of cash or in-kind service with no or minimal recognition, these include charitable donations.
- A **sponsorship** involves money for an event or program in return for recognition. It usually does not qualify as a charitable donation because of the value of the benefit received by the sponsor.
- A **sponsor** is an organization or individual that is supporting the cost of putting on an event or activity and is receiving substantial recognition in return.

Grants

A Branch can ask an organization or individual for a grant or in-kind gift. Local businesses may be willing to provide in-kind gifts, such as food and beverages, transportation, or items for door prizes or silent auctions.

Sponsorships

Unlike grants and in-kind gifts, sponsorships are more complex. Sponsorship is about organizations doing good things and being seen to do them or being recognized for doing good things in the community. Those organizations wish to be seen in a positive light by their staff, their potential staff, their customers, and potential customers and other influencers such as government and the media.

Why Do Organizations Sponsor an Event or Program?

Organizations or individuals become sponsors to:

- create awareness and loyalty
- change or reinforce company image
- drive sales
- recruit and retain employees
- differentiate company from competitors

Sponsor Recognition

Types of recognition vary and include:

- logo on event promotional material
- logo on signage at the event
- verbal recognition at event
- opportunity for sponsor to bring greetings at event
- naming rights to the event
- tickets to the event
- distribution of promotional material at event
Potential Sponsors
Sponsorships are most often the result of making direct personal contact with organizations or individuals with whom you already have a relationship as opposed to impersonal email blasts, letters or even cold calls. If you are going to seek a sponsorship for a Branch program or event, consider contacting the following organizations:

- local permit holders
- service providers (non-engineering and geoscience firms that provide goods and services to local engineering and geoscience firms)
- service clubs or foundations who may have a similar goal (e.g., science outreach to local children)
- local businesses with which you have a relationship

Contacting Sponsors
Generally speaking, people give to other people (i.e., not to organizations) and peers give to peers. Before contacting someone for a sponsorship, remember that this needs to be a mutually beneficial relationship. You need to show prospective sponsors why they should be a sponsor of your Branch event.

Possible Events for Sponsorship
- PD session or series
- single luncheon or a series of luncheons
- golf tournament or bonspiel
- Branch Social events
- Outreach activities

Sponsorship Request
A sponsorship letter template can be found in Appendix L
Key elements of your sponsorship request should include:
- event overview (date, location, cost, key schedule)
- overview of APEGA and the Branch (e.g., what APEGA is and does, how many Branch members live and work in the community)
- why the organization should sponsor your event
- demographics of those attending the event (e.g., children, families, teachers, Branch members, government officials)
- list of sponsorship opportunities with corresponding benefits and recognition

Sponsorship Commitments
Fulfill the commitments you made about recognition:
- after the event, let the sponsor know that you fulfilled those commitments
- after the event, call or write a note or letter either from you or others recognizing the sponsor’s support of your event or program

Keep in mind it’s all about relationships, building good relationships now will:
- benefit you
• benefit the next Branch event or program for which you will need sponsors
• build the reputation of the Branch in your community
• contribute to the positive image of the professions

Branch Web Page

Each Branch has a dedicated page on the APEGA website, in order to update members on important Branch events and information. The Branch Web Page currently consists of a listing of the Branch Executive, communities served by each Branch, ways to connect with the Branch, as well as a message from the Chair. Contact the Branch Coordinator to update any information on the Branch Web Page.

Facebook

Branches are welcome to have a Branch Facebook group that is created by Head Office and is a closed group. The Facebook Group Guidelines and House Rules can be found in Appendix M.
APPENDICES
Appendix A

Review Affirmation

This is a document for Branch Chairs to sign off yearly showing that they have reviewed the Branch Manual and its policies.
Branch Manual Review Affirmation

I, ______________________ have reviewed the Branch Manual, am aware of its contents, and will comply with the policies and procedures contained therein.

_________________________________

Branch Chair

Signed this _____ day of ______, in the year _____, in the city of ________, Alberta
Appendix B

Organizational Chart

A graphic to show the organization of APEGA and its Branches in relation to staff and volunteers.
Appendix C

Duties and roles of APEGA Staff

CEO or Designate

The CEO or Designate, currently Director, Member Services shall:
- Designate for CEO on items related to Branches and Branch Governance. Each Branch has a direct line of accountability to the Director, Member Services
- Provide guidance and direction to Branches that is aligned with APEGA’s strategic priorities
- Ensure that the Branches remain engaged with APEGA business and remain relevant to our Members
- Evaluate the effectiveness of Branches
- Approve Branch advance requests
- Facilitate Branch Chair meetings

Branch Coordinator

The Branch Coordinator shall:
- Liaise with Branches
  - Proactively build relationships with Branch Chairs and other involved members
  - Keep Branches on track of Branch timelines
  - Provide leadership and guidance to ensure that Branch initiatives and goals are aligned with APEGA’s business plan
  - Provide support for initiatives for attracting and encouraging member involvement
  - Communicate happenings from Engineering and Geoscience Communities
  - Liaise with Communications Group and distribute Branch announcements and other communications
  - Be main point of contact for Branch events including President’s visit, Annual General Meeting and Election

Event Coordination
- Create and initiate new Branch events to encourage member involvement
- Attend and coordinate logistics for Branch events including liaising with vendors, tracking registrations and recording payments
- Coordinate Professional Development seminars
- Liaise with Ticket Agents (if applicable)
- Be available, schedule and attend monthly Executive Branch Meetings for Edmonton and Calgary. Be available to attend Executive Branch Meetings for satellite Branches as needed/opportunities permit
- Collaborate with Golf Committees and attend annual golf tournaments in Edmonton and Calgary. Be available to assist satellite Branches as needed
- Plan and coordinate President’s visits to Branch areas

Branch Administration
- Connect with Branch Treasurer on Branch finances monthly
- Assist the coordination of the Branch Annual General Meeting & Election
  - Receive nominations from the Branch Executive and prepare candidate bios
  - Liaise with Volunteer Management Coordinator to recruit volunteers
Appendix D

Business Plan

Social events, action plans, technical events, professional development days, and other activities, not identified in the Branch Timetable, are identified in the Branch Business Plan. The Business Plan describes the goals and the planned activities that a Branch will undertake over a 12 month period from January to December. The Business Plan forms the basis for the Branch Budget.

The template for the Business Plan can be accessed in the Google Drive under General Documents.
**Example Template**

*please refer to the Google Drive to see the most up-to-date template*

### 2015 Business Plan
#### XXX Branch

#### Overview of Opportunities and Challenges:

<table>
<thead>
<tr>
<th>#</th>
<th>APEGA Priority/Branch Strategy</th>
<th>Branch Actions</th>
<th>By When</th>
<th>By Who</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Engage the public on policy and education issues within the profession and provide leadership under the direction of the CEO and Board.</td>
<td>When requested by the CEO, organize public forums or similar events. Organize</td>
<td>Chair or Community Relations Coordinator</td>
<td>See App 7 in manual</td>
<td>Chair or Community Relations Coordinator</td>
</tr>
<tr>
<td>2.</td>
<td>Continuously promote the image of the profession in their communities under the direction of the CEO and Board.</td>
<td>Continue to provide advice and help organize the President's visits under the direction of the Executive Group (see App 7 in manual).</td>
<td>Chair or Community Relations Coordinator &amp; Member Relations Coordinator</td>
<td>Community Relations Coordinator</td>
<td>Community Relations Coordinator</td>
</tr>
</tbody>
</table>

#### ATTRACTION, RETENTION AND ADVANCEMENT OF INDIVIDUALS IN OUR PROFESSIONS

<table>
<thead>
<tr>
<th>#</th>
<th>APEGA Priority/Branch Strategy</th>
<th>Branch Actions</th>
<th>By When</th>
<th>By Who</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Engage K-12 in R+E by promoting math, science, technology and careers in engineering and geoscience in local schools with the support of APEGA's Outreach and Product Services Department and Development and Outreach Department.</td>
<td>Work cooperatively with AUSA for in-class curriculum-based presentations.</td>
<td>Outreach Coordinator</td>
<td>Outreach Coordinator</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Continue the APEGA Outreach program to be a year-round program aimed at increasing awareness of the profession, its benefits, and opportunities for advancement.</td>
<td>Organize and facilitate mentoring, networking, professional development, and leadership opportunities for students.</td>
<td>Outreach Coordinator</td>
<td>Outreach Coordinator</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Engage at-risk youth in R+E by promoting math, science, technology and careers in engineering and geoscience in local schools with the support of APEGA's Outreach and Product Services Department and Development and Outreach Department.</td>
<td>Engage at-risk youth in R+E by promoting math, science, technology and careers in engineering and geoscience in local schools with the support of APEGA's Outreach and Product Services Department and Development and Outreach Department.</td>
<td>Outreach Coordinator</td>
<td>Outreach Coordinator</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Promote APEGA's development programs to potential employers and provide information about the professional development opportunities available.</td>
<td>Promote APEGA's development programs to potential employers and provide information about the professional development opportunities available.</td>
<td>Member Relations Coordinator</td>
<td>Member Relations Coordinator</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Encourage mentoring between members and the public.</td>
<td>Establish and maintain a mentorship program with the support of the Professional Development Department.</td>
<td>Member Relations Coordinator</td>
<td>Member Relations Coordinator</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Provide opportunities to network with members and the public.</td>
<td>Establish and maintain a mentorship program with the support of the Professional Development Department.</td>
<td>Member Relations Coordinator</td>
<td>Member Relations Coordinator</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Encourage members to obtain professional registration and explore the benefits of APEGA.</td>
<td>Encourage members to obtain professional registration and explore the benefits of APEGA.</td>
<td>Chair</td>
<td>Chair</td>
<td></td>
</tr>
</tbody>
</table>

#### Organizational Overview

<table>
<thead>
<tr>
<th>#</th>
<th>Branch Activity</th>
<th>Person Responsible</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Coordinate branch activities.</td>
<td>Chair</td>
<td>August 2015 to ongoing</td>
</tr>
<tr>
<td>2.</td>
<td>Ensure adequate funding &amp; oversight</td>
<td>Treasurer</td>
<td>August 2015 to ongoing</td>
</tr>
<tr>
<td>3.</td>
<td>Provide effective communications between branch members and Council under the direction of the CEO or Board.</td>
<td>Chair</td>
<td>August 2015 to ongoing</td>
</tr>
<tr>
<td>4.</td>
<td>Encourage members to participate in discussion of issues.</td>
<td>Treasurer</td>
<td>August 2015 to ongoing</td>
</tr>
<tr>
<td>5.</td>
<td>Manage volunteers with the advice and support of the Volunteer Management Coordinator.</td>
<td>Chair</td>
<td>August 2015 to ongoing</td>
</tr>
</tbody>
</table>
Appendix E

Budget

Once the business plan is complete, it is essential to determine the amount of money needed to successfully carry out the planned events and activities. The budget is a ‘cash flow’ budget, which gives a sense of when advances will be needed by each Branch (if applicable).

The template for the Budget can be accessed in the Google Drive under General Documents.
**Example Template**

*please refer to the Google Drive to see the most up-to-date template*

### APEGGA Branch Budget Tracking 2015

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Balance - Start month</strong></td>
<td>9,819.13</td>
<td>16,184.90</td>
<td>17,139.74</td>
<td>15,157.49</td>
<td>13,015.24</td>
<td>22,044.90</td>
<td>16,515.73</td>
<td>24,082.49</td>
<td>24,862.24</td>
<td>25,410.00</td>
<td>22,283.74</td>
<td>19,326.49</td>
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**Branch Revenues**

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<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Forecast</th>
<th>variance</th>
<th>Actual</th>
<th>Forecast</th>
<th>variance</th>
<th>Actual</th>
<th>Forecast</th>
<th>variance</th>
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<th>Actual</th>
<th>Forecast</th>
<th>variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Sales</td>
<td>6,941.08</td>
<td>7,000.00</td>
<td>58.92</td>
<td>6,941.08</td>
<td>7,000.00</td>
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<td>Sponsorship Sales</td>
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<td>750.00</td>
<td>750.00</td>
<td>0.00</td>
<td>750.00</td>
<td>750.00</td>
<td>0.00</td>
<td>750.00</td>
<td>750.00</td>
<td>0.00</td>
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</tr>
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<td>HD Giving</td>
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<td>893.00</td>
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<td>10,716.00</td>
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<td>4,213.08</td>
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<td>786.92</td>
<td>4,213.08</td>
<td>5,000.00</td>
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<td>9.10</td>
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<tr>
<td><strong>Total Revenues</strong></td>
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<td>15,850.73</td>
<td>417.43</td>
<td>15,453.30</td>
<td>15,850.73</td>
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<td>15,850.73</td>
<td>417.43</td>
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**Branch Expenses**

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Forecast</th>
<th>variance</th>
<th>Actual</th>
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<th>Actual</th>
<th>Forecast</th>
<th>variance</th>
</tr>
</thead>
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<td>2,837.48</td>
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<td>PC Event/Community Event Expense</td>
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<td>APEGGA Golf Tournament</td>
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<td>0.00</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>0.00</td>
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<td>5,000.00</td>
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<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
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<td>4,000.00</td>
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<tr>
<td>Subs</td>
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<td>400.00</td>
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<td>400.00</td>
<td>0.00</td>
<td>4,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
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<td>765.96</td>
<td>7,671.04</td>
<td>8,437.00</td>
<td>765.96</td>
<td>7,671.04</td>
<td>8,437.00</td>
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<td>8,437.00</td>
<td>765.96</td>
<td>84,370.44</td>
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<td></td>
</tr>
</tbody>
</table>

**Net (Revenue - Expenses)**

|                      | 7,181.16 | 7,017.00 | 0.00    | 7,181.16 | 7,017.00 | 0.00    | 7,181.16 | 7,017.00 | 0.00    | 7,181.16 | 7,017.00 | 0.00    | 85,581.28 |

**Bank Balance - End month**

|                      | 109,584.51 | 17,118.74 | 0.00    | 109,584.51 | 17,118.74 | 0.00    | 109,584.51 | 17,118.74 | 0.00    | 109,584.51 | 17,118.74 | 0.00    | 1,295,514.07 |

**APEGGA Disbursements**

|                      | 0.00   | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    |
Appendix F

Revenue Expense Summary

When planning an event, cost neutrality is a predominant objective. The revenue expense summary is a form that can be utilized to assist in determining the finances of an event.

The template for the Revenue Expense Summary can be accessed in the Google Drive under General Documents.
**Example Template**

*please refer to the Google Drive to see the most up-to-date template*

---

**The Association of Professional Engineers and Geoscientists of Alberta**

**Event Date:** February 6, 2017

**Speaker Name:** Mr. Joe Smith

**Speaker Topic:** Engineering and Geoscience

**Venue:** The Hotel

**Total Attendance:** 35

### REVENUE

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td>32</td>
<td>$50.00</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Students</td>
<td>1</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>VIP</td>
<td>2</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTAL REVENUE:** $1,640.00

### EXPENSE

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendees</td>
<td>35</td>
<td>$30.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Service Charge (Gratuity)</td>
<td>35</td>
<td>$5.40</td>
<td>$189.00</td>
</tr>
<tr>
<td>Audiovisual Equipment</td>
<td>1</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Speaker Gift</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSE:** $1,589.00

**PROFIT/LOSS**

$51.00
Appendix G

Branch Executive Committee Meeting Template

*please refer to the Google Drive to see the most up-to-date template
BRANCH EXECUTIVE COMMITTEE
Day, Month, Date, Year
Time
Location

AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES: (Date of last meeting)
4. REPORT FROM CHAIR
5. BUSINESS ARISING
6. REPORT FROM SUBCOMMITTEES
7. NEW BUSINESS
8. NEXT MEETING
   Date, Time, Location
9. ADJOURNMENT
Appendix H

Professional Member Induction Ceremony & President’s Visit Agenda Template

The following is a possible agenda, but it should be tailored to the Branch’s needs.

6:00 p.m.  Reception

6:30 p.m.  Guests are seated, attendees are welcomed and local dignitaries are introduced

6:35 p.m.  Reflection (sample follows, others available upon request):

Let us give thanks for the food we are about to eat,
And to those who have organized today’s celebration.
Let us be thankful for the privilege of self-regulation.
And let us be ever mindful of our obligation to the public,
Whose safety we are charged to protect.
Thank you.

6:37 p.m.  Dinner is served

7:15 p.m.  MC invites local dignitaries to bring brief (1-2 minute) greetings.
The office of the Director, Executive & Government Relations will confirm which VIPs will bring greetings on behalf of their colleagues.

School officials, Aldermen/Councilors, Mayors, MLAs and MPs are considered dignitaries and should be introduced in that order. Only one elected person from any order of government should be invited to speak, unless they are from different jurisdictions. i.e. Mayors from two communities within a Branch should both be invited up. With respect to MLAs in attendance, the most senior (in order of precedence) is invited to bring greetings on behalf of his/her colleagues from each political party represented.

7:30 p.m.  Introduction of the President

7:32 p.m.  President’s Address followed by Q & A

8:15 p.m.  Life Membership and Voluntary Service Awards (if required)

Life Membership - The Chair reviews the criteria for life membership (in italics) and asks the President to come forward to present the pins.

A member qualifies for Life Membership if he or she has retired from the profession and has either (a) been a professional member of APEGA for 25 or more years or (b) held equivalent registration in a jurisdiction recognized by the APEGA, and professional membership totaling a minimum of 25 years, of which at least the last 10 years have been with the APEGA.
Life members retain all of the obligations, duties and privileges of professional membership and pay annual fees as may be specified by Council.

The Chair then reads out the name of each life member and reads a brief bio of that person if the numbers are manageable. (Max 2 minutes each) If numbers are large, this should be reviewed as it relates to the time commitment required during the program.

Following the reading of the bio, the President presents the pin and recipient returns to his/her seat (opportunity for photo here).

**Fellow Engineers Canada Recipients** – see website for eligibility criteria.

**Fellow Geoscientists Canada Recipients** – see website for eligibility criteria.

**Volunteer Milestones** – A member qualifies for Milestone recognition if he/she has volunteered for APEGA for a specific number of years.

### 8:20 p.m.

**Professional Member Induction Ceremony**

The MC will invite the President and Branch Chair to the stage.

The MC will then call each inductee forward by name (alphabetically), and announce the professional designation. If there are only a handful of inductees, it may be possible to read a short bio (max 2 minutes).

The President and Branch Chair will present the inductee with the oath and the lapel pin with the correct designation.

If there are a large number of members being inducted, it may not be possible to read short bios. However, at all times, we must strive to ensure that new members leave the event feeling they received special recognition. Photos are encouraged but if there are a large number of inductees, the MC should announce that the President will be available to have individual photos taken upon conclusion of the evening’s events. A group photo should be taken of all inductees immediately following the group reciting of the oath. Again, if numbers are large, the Branch should request risers from the hotel so that inductees can move to the riser upon introduction thus enabling all to be accommodated in a good group photo. Head Office will cover the costs for any risers required.

### 8:40 p.m.

**Branch AGM and Elections** (optional, but to be held 30 days before APEGA’s AGM)

VIPs and others traveling long distances can be excused for this portion of the meeting.

*SPECIAL NOTE:* Some Branches have opted to have the induction and awards activities take place before the President’s address to allow anyone with small children to leave prior to the address.
Appendix I

Outreach Event Planning Checklist

4-6 months prior to event (start your planning as early as possible)
- Establish event goals and objectives
- Select date
- Identify venue and negotiate details
- Develop Event Master Plan
- Get cost estimates (e.g., room rental, food & beverages, equipment, speaker fees, travel, etc.) and create a budget
- Recruit event committee, event manager or chair

3-4 months prior to event
- Venue/logistics planning
- Investigate need for any special permits, licenses, insurance, etc.
- Determine and arrange all details re menu, A/V equipment, registration set-up, parking, signage, etc.

2 months prior to event
- Advertise event to students
- Recruit professional member volunteers
- Create event evaluation forms for both students and volunteers
- Develop draft program
- Create draft event script (e.g., MC, volunteer orientation, introductions, thanks, closing, etc.)

1 week prior to event
- Send reminders to contact list re registration/participation
- Have all committee chairs meet and confirm all details against Master Plan – and ensure back-up plans are developed for any situation (e.g., back-up volunteers, additional volunteers for registration or set-up, etc.)
- Finalize event script
- Brief all volunteers about their event duties and timelines
- Create name tags, registration lists, tent cards, etc.
- Provide final registration numbers to caterer
Event day
☐ Follow Event Master Plan and have a successful event!

Immediately following event
☐ Summarize event evaluation forms and prepare a report – to learn what people enjoyed about the event, and where there is room to improve
☐ Provide event metrics to APEGA (See Metrics section on page ABC) by preparing a report. The report and evaluation results (if survey is conducted online) should be sent via email to the APEGA University Coordinator. Any paper evaluation forms should be sent via mail to the appropriate APEGA University Coordinator.
Appendix J

University Outreach Event Feedback Form

The following form is to be used when measuring metrics at any University Outreach event.

The template for the University Outreach Event Feedback Form can be accessed through your Branch Coordinator.
Student Evaluation Form

What program are you taking?
- Engineering (undergraduate)
- Traditional Co-op
- Engineering (graduate)
- Geoscience/Earth Sciences (undergraduate)
- Geoscience/Earth Sciences (graduate)
- Other: _____________________

Please specify your discipline (if engineering):

What year are you in?

If we were to plan a LinkedIn Profile Review event, would you be interested in attending?
- Yes
- No

What is the most valuable piece of information you took away from the event?
____________________________________________________________________________
____________________________________________________________________________

What would you suggest changing about this event?
____________________________________________________________________________
____________________________________________________________________________

Overall, how satisfied are you with the event?
- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

Please list three adjectives you would use to describe this event:
____________________________________________________________________________
____________________________________________________________________________

How likely is it that you would recommend this event to other students? (Please circle)

Not at all likely
0 1 2 3 4 5 6 7 8 9 10
Extremely likely

Had you heard about APEGA before this event?
- Yes
- No

Do you feel this event was a good use of your time?
- Yes
- No

Any additional comments:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Professional Evaluation Form

U of C/MRU Speed Mock Interview Event

What is the most valuable piece of information you took away from the event?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

What would you suggest changing about this event?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Overall, how satisfied are you with the event?
☐ Very satisfied
☐ Somewhat satisfied
☐ Neither satisfied nor dissatisfied
☐ Somewhat dissatisfied
☐ Very dissatisfied

How likely is it that you would recommend this event to other potential volunteers? (Please circle)
Not at all likely
0 1 2 3 4 5 6 7 8 9 10
Extremely likely

Please list three adjectives you would use to describe this event:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Do you feel this event was a good use of your time?
☐ Yes
☐ No

Did you receive information about this event in a timely manner?
☐ Yes
☐ No

Do you feel you had adequate training prior to the event?
☐ Yes
☐ No

Any additional comments:
____________________________________________________________________________
____________________________________________________________________________
Appendix K

Visual Identity Guidelines

These guidelines are for how to use APEGA Branch Logos.

To request a Logo, please contact your Branch Coordinator.
Guidelines for Using the APEGA Branch Logos

The APEGA logo includes branch variations. These versions of the APEGA logo are available for use by the APEGA branches on any document or media used to identify or promote the APEGA branches or branch events.

The standards outlined below should be followed whenever the APEGA logo is used. We require that you provide a proof to APEGA before the logo is used.

File formats

VECTOR: Vector files can include PDF, EPS and AI files. Vector files can be scaled beyond their original size without loss of quality, unlike raster images which become bitmapped.

RASTER: Raster files include TIFF, JPEG and GIF files. TIFF files are used primarily for print applications, JPEG and GIF files for web or Powerpoint applications. Raster files should never be used beyond 100 per cent of their original size.

Spacing

Logo placement must maintain a minimum clear space (indicated by the gray area) at all times. The clear space is equivalent to the height of the capital letters making up the word APEGA. This clear space is to be equal on all sides of the logo.
Sizing

The logo is never to appear in a condensed or extended form. However, the logo may be scaled proportionally when it is in a vector format. The APEGA logo and branch designation tag should always be scaled in direct proportion to one another. To maintain readability, the logo width should be no smaller than one inch at the baseline of the word APEGA. For applications where a smaller version is required such as business cards, please contact APEGA directly.

Colour

FULL COLOUR: For use in four-colour process publications

TWO-COLOUR: A two-colour version of the logo, using Pantones 294 and 340.

BLACK AND WHITE: In black and white publications, a black version of the logo or a white (reversed out of black background) version may be used based on the design of the print piece. When printing on paper stock other than white, it is strongly recommended that the black version of the logo be used. These guidelines apply to web applications of the logo as well. It is recommended that the black or reversed version of the logo be used when the background is any colour other than white. For black and white printing use either the all black or all white logo only — the colour logo should not be reproduced in greyscale.

Contact Information

For further information, or to obtain a copy of the APEGA logo, please contact the APEGA Graphics Technician at:

Ph: 780-426-3990
Toll-free: 1-800-661-7020
Email: enash@apega.ca
Appendix L

Sponsorship

These templates are to be used as a guide when forming a sponsorship package.

*please refer to the Google Drive to see the most up-to-date template
**Sponsorship Letter Template**

Use this template as a guide to create your own sponsorship letter. Key components of a good sponsorship letter are highlighted.

ADDRESS

DATE

Dear [INSERT NAME],

Re: APEGA [EVENT] Sponsorship Request

**[OPENING REQUEST]** Example - As we begin planning our annual golf tournament, I wanted to take this time to offer (your company) the opportunity to be involved and support the Calgary professional market. Support for this tournament is fundamental to its success and we look forward to making this year even better than the last.

**[EVENT OVERVIEW, WHY SPONSOR, DEMOGRAPHICS ON WHO IS ATTENDING]** Example - The APEGA Calgary Branch Golf Tournament will be held at the Lynx Ridge Golf Course on Thursday September 3rd, 2015 at 1:30pm. We are expecting to host roughly 140 professional members for a Texas Scramble/Best Ball game followed by an entertaining evening dinner. The focus of this event is to promote networking and enhance the visibility of APEGA among the Calgary Branch membership. Any proceeds from the tournament will be used to support the APEGA Education Foundation and may also be utilized to support new APEGA Calgary Branch activities.

**[SPONSORSHIP OPPORTUNITY – List or have separate package]** Example - We recognize that none of this can be made possible without sponsors like yourself (name of company) to support us in this initiative and help make the event more enjoyable and cost effective for our participants. Attached with this letter is our sponsorship package outlining the different levels available for support. Please take a look and contact us if you have any questions or if you are interested in making a contribution. Last year (name of company) supported the golf tournament through (type of sponsorship), allowing us to make it a memorable event.

**[INVITATION TO EVENT if applicable]** Example - If you wish to join us and play on September 3rd for the 2015 APEGA Annual Golf Tournament, please be on the lookout for a golf notice and invitation through the PEG (APEGA Magazine) and E-PEG (online newsletter) near the beginning of May. The tournament has consistently had excellent attendance and we expect another successful year! Thank you again for your support and feel free to contact us at any time if you have any further questions.

Best Regards,

Contact Name
Role
Contact Email
Contact Telephone Number

*If you wish to sponsor the event, please see the attached sponsorship package application form to be filled out and returned to your sponsorship representative.*
Sponsorship Response Form Template

APEGA [location] Branch
ADDRESS:
TELEPHONE:

[For What Event] SPONSORSHIP RESPONSE FORM

Please use a Branch specific Logo here

Please complete the following information and return by email to:

APEGA [location] Branch
Attention: Contact Name, email address

Sponsor Information

Contact Name:

Phone:

Position:

Company Name:

Billing Address:

Invoice Amount: $0.00

Signature:

Date:

Sponsorship Benefits
• Identify what the sponsorship benefits will be.
• EXAMPLE - Company logo/graphic included on the Calgary Branch Event Calendar, monthly luncheon notices, and in the PEG. These items are distributed to over 25,000 APEGA members in the Calgary area.
• EXAMPLE - Company logo (as part of a montage) displayed at the registration table at all luncheons.

THANK YOU FOR SUPPORTING APEGA [LOCATION] BRANCH!
## 2015 APEGA Calgary Branch Golf Tournament Sponsorship Package

<table>
<thead>
<tr>
<th>Sponsorship Level</th>
<th>Contribution</th>
<th>Benefits</th>
<th># Available</th>
</tr>
</thead>
</table>
| Title Sponsor     | $5,000+      | • 4 Player Fees & Dinner Tickets  
• Opportunity to provide promotional items to the participants at the registration table at check in  
• Tee Box Signage w/Company Logo - (11x17)  
• 3x5’ Banner of Logo (Supplied by APEGA CBEC and will be hung at registration desk and in the dining hall)  
• Logo on all tournament notices  
• Logo (prominent) on Tournament Banner  
• Company Name Recognition in the PEG | 1* |
| Albatross Sponsor | $3,000       | • 2 Player Fees & Dinner Tickets  
• Tee Box Signage w/Company Logo - (11x17)  
• 18’x30’ Banner of Albatross Sponsor Logo (Supplied by APEGA)  
• Logo on Tournament Banner  
• Company Name Recognition in the PEG | 6* |
| Golf Ball Sponsor | $2000        | • 1 Player Fee & Dinner Ticket  
• Logo on Golf Balls provided to all players  
• Logo on Tournament Banner  
• Company Name Recognition in the PEG | 1 |
| Eagle Sponsor     | $1000        | • 1 Player Fee & Dinner Ticket  
• Logo on Tournament Banner  
• Company Name Recognition in the PEG | 8* |
| Birdie Sponsor    | $500         | • Logo on Tournament Banner  
• Company Name Recognition in the PEG | 24* |
| Grand Prize Sponsor | $1000+ value  
(min $1000 value) | • 2 Player Fees & Dinner Tickets  
• Tee Box Signage w/Company Logo - (11x17)  
• Logo on Tournament Banner  
• Company Name Recognition in the PEG | 2* |
| Prize Sponsor     | Prize(s) - no minimum value | • Company Name Recognition in the PEG | Unlimited |
| Hole in One       | Prize        | • Tee Box Signage w/Company Logo - (11x17)  
• Company Name Recognition in the PEG | 4 |

*These numbers are approximate and may be altered at the discretion of the APEGA Golf Committee.

**Golf Course:** Lynx Ridge Golf Club  
**Tournament Date:** Thursday, September 3rd, 2015 - 1:30pm shotgun start  
**Sponsorship Deadline:** June 27th, 2015

**Contact Your Sponsorship Representative**  
Carter Dziuba – dziuba.carter@gmail.com (403-675-7960)  
Richard Tchorzewski – rtchorz@gmail.com (403-705-2960)
2015 APEGA Calgary Branch Golf Tournament Sponsorship Package

Sponsorship Form
To become a sponsor please email or fax this form to the contact person listed below. Phone calls will also be accepted. Sponsorship Deadline: June 27th, 2015

Details:
Contact Name: ____________________________________________
Company: ________________________________________________
Business Phone: __________________________________________
Cell Phone: ______________________________________________
Email Address: ____________________________________________

Level of Sponsorship:
- [ ] Albatross
- [ ] Eagle
- [ ] Birdie
- [ ] Golf Ball Sponsor
  (this will be filled on a first come/first serve basis with priority given to the prior year sponsor)
- [ ] Prize Sponsor
- [ ] Hole in One Sponsor
- [ ] Grand Prize Sponsor

Payment:
Payment can be made by credit card and/or cheque made out to: “APEGA Calgary Branch Executive Committee”.

Amount ($):
Credit Card Type: [ ] Visa [ ] MC [ ] AMEX
Credit Card #: ____________________________________________ Expiry: ____________________
Name on Card: ____________________________________________

Logos: Logos are to be submitted to the APEGA Calgary office by email or CD on or before June 27th. Logos are to be in .eps format with a minimum resolution of 150 dpi.

Thank you for your support of the APEGA Calgary Branch Golf Tournament.
Appendix M

Branch Facebook Group Guidelines for Branch Administrators

1) Group Status

All APEGA Branch Facebook (FB) groups are to be closed groups. The status of the group cannot be modified without the approval of APEGA. Members of a closed group can ask to join or be added or invited by another member of the group. The membership approval setting must always be set to “Any member can add members, but an admin must approve them” option. The group can be found online in search when there are greater than ten members.

2) Roles and Responsibilities

APEGA staff owns all Branch FB group accounts. Staff will create a FB group for each participating Branch. Administrator(s) on the FB group consist of APEGA staff (Social Media Coordinator and Branch Coordinator), as well as one or two Branch Executive Members.

<table>
<thead>
<tr>
<th>Branch Executive Roles and Responsibilities</th>
<th>APEGA staff Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key responsibility: to post information and manage the flow of engagement</td>
<td>Set up initial FB group page</td>
</tr>
<tr>
<td>Invite individuals to join the FB group</td>
<td>Monitor activity and assist Branches when required</td>
</tr>
<tr>
<td>Accept or decline individual requests to the FB group, within 48 hours of receiving request</td>
<td>Will contact Branch Executive if there is limited or no effort made to keep the FB group current (after a period of 3 months of low or no activity)</td>
</tr>
<tr>
<td>Monitor ongoing activity</td>
<td></td>
</tr>
</tbody>
</table>

If members of the Branch Executive have questions or concerns at any time about the FB group page or any Social Media-related queries, please contact your Branch Coordinator for assistance.

3) APEGA Branch Logo Usage and FB group cover photo

The APEGA Branch logo will be displayed as a cover photo on the FB group page. Due to the current limitations on FB, only one image can be uploaded as the cover photo. Using the Branch logo as the cover photo, alongside the name of the Branch FB group, ensures the integrity of the group and makes it plain immediately to participants what the group is all about. If you have any questions regarding the usage of the APEGA Branch logo, please contact your Branch Coordinator.

4) Group Membership

Group administrators are responsible for and have discretion on approving individuals who request to join the group, or who have been invited to join the group. Below is a general guideline to assist you in making the right decision in the approval process.
Potential group members include, but are not limited to:

- APEGA Members
- educators in engineering or geoscience disciplines
- professionals working in engineering or geoscience
- engineering or geoscience post-secondary students
- members or representatives of the local Chamber of Commerce, local Government, or the local business community

Please use the Member Directory and the Permit Directory on the APEGA website to confirm the status of individuals or organizations that are Members and request to join the group.

**Member Directory:** [https://members.apega.ca/pub/directory/members](https://members.apega.ca/pub/directory/members)

**Permit Directory:** [https://members.apega.ca/pub/directory/permits](https://members.apega.ca/pub/directory/permits)

If you are still unsure of the status of an individual, you may wish to ask him or her a question such as, “What is your interest in joining our group?” to determine if he or she should be allowed in the group. If you receive a request to join from an APEGA applicant or examinee, please ask your APEGA Branch Coordinator to confirm their status before approving the request.

5) **Content and Group Engagement**

Branch administrators are responsible for creating content and approving content created by other members of the group. They are also responsible for responding to comments left by other members of the group.

**Tips on engaging your group members:**

- Post content on a consistent basis. Be realistic about the time you have available to dedicate to the group. If you can only post once a week, then do that consistently. It is best not to make three posts in one week and then nothing for a month. Group members are likely to lose interest.
- Post content that encourages dialogue and interaction; focus on having two-way communication, keeping promotional messages to a minimum. You can accomplish this by:
  - posing a question at the end of the post
  - starting a conversation about something interesting that is going on in your community that is related to the professions
  - discussing a recent Branch event topic
  - sharing news about the professions
- Send invitations and reminders of upcoming Branch events.
- Post photos and videos of interest. Remember to obtain permission before posting photos or videos of others, and do not post material for which you do not have the copyright.
- Do not post any non-APEGA advertising or event promotions. If you are unsure if you should post an item, please check with your APEGA Branch Coordinator.
• Use content involving humour and jokes on a limited basis and with caution.
• Be mindful of your tone and voice. Speak to group members as you would speak to real people in professional settings. Act professionally but don’t be afraid to let your personality shine through.

6) Rules of Conduct

To avoid any confusion as to what is or is not acceptable behaviour in the group, all group members should have access to the APEG A Branch FB group house rules and the group description. These two items must be visible and easily accessible on the main FB group page by all members of the group.

All members of the group are expected to conduct themselves in a professional and courteous manner at all times. If a group member is exhibiting unprofessional behaviour, administrators must deal with the situation quickly and effectively by immediately removing the individual from the group.

After a group member is removed, the administrator should post a short message announcing that a member was removed (without providing names), explaining why, and reminding group members of the house rules to reinforce our desire to maintain the integrity of the group.

APEGA Branch Facebook Group House Rules

• Do not share confidential and proprietary information.
• Obtain consent prior to posting photos or videos of others or before posting personal information about others.
• Show respect for copyright laws and APEG A’s brand, including its visual identity.
• Respect others’ opinions. Do not use ethnic slurs, make defamatory comments, personal insults, obscenities, or any statements that the group administrator may deem inappropriate. Those who violate this rule will be removed from the group immediately.
• Contact an administrator prior to posting something you are unsure about posting. (To contact an administrator, on the Facebook group page, click on Members, then All Members, and select Admin).

Please note that information and opinions posted in this group are those expressed by the group members and do not reflect the views of APEG A and should not be considered endorsements.
Appendix N

Branch Job Descriptions

Each position on the Branch Executive can have a multitude of responsibilities that assists each Branch in governing themselves. The core positions on the Branch are: Chair, Vice-Chair, Past-Chair, Secretary, and Treasurer. Members-at-Large may be assigned specific tasks/responsibilities at the beginning of the term dependent on the focus and capacity of the Branch Executive.

These job descriptions are general, and can be amended as needed to fit the specific needs of the Branch.
Branch Executive Committee Volunteer Position Description

Position title:
Chair

Reporting Structure:
The Chair, reports to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:
- Be the ex-officio member of all committees of the Branch
- Preside at all meetings of the Branch
- Attend Branch Chair meetings, specified meetings of the Council and Annual General Meeting of the Association, the Branch orientation, and shall report back to the Executive and the Branch. The Chair may designate another member of the Executive to attend such meetings on their behalf
- Be the principal liaison with the CEO or designate and staff Branch Coordinator of the Association with respect to the administration of the Branch
- Take primary responsibility for the preparation and monitoring of, and reporting against, the business plan
- Take primary responsibility for coordinating the Branch’s responsibilities
- Manage the expectations and performance of the members of the Executive
- Prepare the annual budget and the financial statement in conjunction with the Branch Treasurer
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:
- One year (possibility of additional one-year terms)

Average Time Commitment:
- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:
- Opportunity to advance the profession by sharing your knowledge and experience
- CPD Credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

Vice-Chair

Reporting Structure:

The Vice-Chair reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Attend scheduled meetings of the Branch Executive and the Branch
- Replace the Chair in their absence
- Assist Past-Chair with volunteer management
- Succeed into the Chair’s position upon the end of the Chair’s term
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

Past-Chair

Reporting Structure:

The Past-Chair reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Attend scheduled meetings of the Branch Executive and the Branch
- Support the Branch activities and provide guidance to the Executive
- Chair the Nominating Committee and take responsibility for volunteer management
- Provide guidance to the Chair on Branch Governance as appropriate
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

Secretary

Reporting Structure:

The Secretary reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Attend all meetings of the Branch Executive and the Branch and maintain minutes of such meetings and set the agenda in coordination with the Chair (In the absence of the secretary, another member if the Executive shall perform their duties at meetings)
- Be accountable for all correspondence and advertising of the Branch in conjunction with the Branch Coordinator
- Send meeting notices, including agenda; and distribute meeting minutes
- Responsible for contacting each of the newly elected members of the Nominating Committee in writing, immediately following the holding of the Branch Annual General Meeting, to notify them of their appointment
- Report the results of the Branch elections to the Association within a week
- Submit to the Branch Coordinator minutes and other activities of the Branch as appropriate
- Ensure that the incoming Executive is provided with Branch Manuals and access codes to the Google Drive and email accounts
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

Treasurer

Reporting Structure:

The Treasurer reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Receive all monies (save for those that Head Office takes online) on behalf of the Branch and deposit it in the account for the Branch at a financial institution
- Ensure that the signing authorities are up-to-date and the financial institutions’ records are amended as needed
- Ensure that all cheques on behalf of the Branch are signed by the Treasurer, the Chair or Vice-Chair or the decided designates
- Maintain a record of all financial transactions on behalf of the Branch, and provide information to the Executive upon request and Head Office quarterly
- Present a financial report at the Annual General Meeting of the Branch. Copies of the financial report shall also be provided to the Secretary of the Branch and the staff of the Association.
- Prepare the annual budget and the financial statement in accordance with the Branch manual and in conjunction with the Branch Chair
- Request advances from Head Office through the Branch Coordinator by email as the need arises.
- Work in conjunction with Head Office Accounting through the Branch Coordinator on a yearly review of Branch finances
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

Members-at-Large

Reporting Structure:

Each Member-at-Large reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Act as full members of the Executive and attend meetings regularly
- Actively participate in the activities of the Branch, including events and subcommittees
- Can be assigned specific tasks/responsibilities at the beginning of each term
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

Branch Communications Liaison
Possible position assigned to a Member-at-Large

Reporting Structure:

The Branch Communications Liaison reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Serve as the conduit between the Branch Coordinators and the Branch Executive in regards to Branch News items
- Compile information (events, calls for volunteers, etc.) that is to go out in Branch News
- Forward information to the Branch Coordinator a minimum of one week before the desired Branch News distribution date
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

*Outreach Lead*
Possible position assigned to a Member-at-Large

Reporting Structure:

The Outreach Lead reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Serve as the conduit between the APEGA Outreach Program, the Branch Executive, the Association’s volunteers and the Public
- Provide a summarized report to the Branch at monthly meetings
- Organize approved Outreach Events
- Regularly communication with designated APEGA Outreach staff
- Maintain an updated and accurate activity log of Outreach activities
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

Member Liaison Lead
Possible position assigned to a Member-at-Large

Reporting Structure:

The Member Liaison Lead reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Interface with primary contacts in permit holding companies to uncover/discuss issues, recruit volunteers (and mentors), promote events, promote image, promote APEGA, and determine professional development needs
- Provide a summarized report to the Branch at monthly meetings
- Report findings to Branch Coordinator and CEO or designate when required
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

*Luncheon/Professional Development Event Lead*
Possible position assigned to a Member-at-Large

Reporting Structure:

The Luncheon/Professional Development Event Lead reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Oversee all aspects of running Luncheons and Professional Development events including (but not limited to):
  - Organize and execute luncheon and PD events
  - Find and confirm speakers
  - Find and book appropriate venues
  - Advertise event to members
  - Confirm attendance numbers
  - Receive and process any event feedback
- Liaise with Professional Development Coordinator to assess the need and execution of Head Office run PD events
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

*Social/Sporting Event Lead*
Possible position assigned to a Member-at-Large

Reporting Structure:

The Social/Sporting Events Lead reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Organize social events with a focus on creating networking opportunities that will appeal to a variety of demographics
- Organize events that welcome and attract the attendance of APEGAA members, students and non-APEGAA members
- Advertise events to members
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGAA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGAA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

*Mentoring Lead*
Possible position assigned to a Member-at-Large

Reporting Structure:

The Mentoring Lead reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Serve as a Mentor in the APEGA Mentoring Program
- Serve as the conduit between the APEGA Mentoring Coordinator, the Branch Executive, and the Public
- Promote the APEGA Mentoring Program, and encourage enrollment from members
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

_Golf Tournament Lead_
Possible position assigned to a Member-at-Large

Reporting Structure:

The Golf Tournament Lead reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Oversee all aspects of the golf tournament and works with committee members and Branch Coordinator to fulfill various duties in relation to the Branch’s golf tournament including (but not limited to) the following:
  - Sponsorship
  - Registration/Promotion
  - Volunteers
  - Budget
  - Prizing/Gifts/Donations
  - Food and Beverage
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Branch Executive Committee Volunteer Position Description

Position title:

*Sponsorship Lead*
Possible position assigned to a Member-at-Large

Reporting Structure:

The Sponsorship Lead reports directly to their Branch Chair and indirectly to their Branch Coordinator, and the CEO or designate, typically the Director of Member Services

Responsibilities:

- Update Branch Sponsorship packages including sponsorship levels and prices and have them approved by Head Office through the Branch Coordinator
- Develop a list of sponsors by using previous lists and personal connections in conjunction with the Branch Coordinator
- Communicate with potential sponsors about the benefits of sponsorship, and sponsorship information
- Maintain an updated list of current sponsors
- Contribute ideas
- Volunteer to do work between meetings
- Serve the needs of the Association
- Responsible for entering all volunteer hours into the APEGA Member Self-Service Centre

Term of Office:

- One year (possibility of additional one-year terms)

Average Time Commitment:

- Dependent upon the specific Branch. Most, meet up to ten times annually for Executive meetings. Average 1-10 hrs. per month

Benefits:

- Opportunity to advance the profession by sharing your knowledge and experience
- CPD credits
- May claim expenses as per APEGA Volunteer Expense and Travel Procedures
- Volunteer appreciation
Appendix O

Branch Emails

To access your webmail, please do the following:

1. Open your web browser
2. Type https://mailbox.apega.ca/owa (note the https)
3. Enter your username: <Branch location>Branch@apega.ca (i.e. edmontonbranch@apega.ca)
4. Enter your password

If you have any questions, or would like to have your email forwarded to another account, please contact your Branch Coordinator.
Appendix P

Google Drive and Documents

Access

- To access the Google Drive, go to [www.Google.com](http://www.Google.com) in your browser.
- Click on the “Apps” section of the website (Icon with 9 squares in the top right corner of the homepage)
- Click on Drive
- The log-in information can be obtained by contacting your Branch Coordinator

Contents

The Google Drive has access to the most up-to-date Branch templates and manuals for Branch use, as well as is the place that the Branches should store their various reports.

A list of the templates found on the Google Drive are as follows:

- Branch Manual
- PowerPoint Templates for Branch presentations.
- Monthly Budget & Financial Reporting Template
- Business Plan Template
- Agenda Templates
- Sponsorship Templates
- Council Report Templates

Things that should be stored on the Google Drive are as follows:

- Branch Budget – Filled out in the Monthly Budget & Financial Reporting document
- Branch Council Reports
- Branch Business Plans
- Branch Meeting Minutes
Appendix Q

Simplified Robert’s Rules of Order

Main ideas
- Everyone has the right to speak once if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- The [members] discuss only one thing at a time.

How to run things

1. **If you want to bring up a new idea before the group.** After recognition by the [chair], present your motion. A second is required for the motion to go to the floor for debate, or consideration.

2. **If you want a motion just introduced by another person to be killed.** Without recognition from the [chair] simply state "I object to consideration." This must be done before any debate. This motion requires no second, is not debatable and requires a 2/3 vote.

3. **If you want to change some of the wording in a motion under debate.** After recognition by the [chair], move to amend by 1. inserting words, 2. striking words or 3. striking and inserting words.

4. **If you like the idea of a motion under debate, but you need to reword it beyond simple word changes.** Move to substitute your motion for the original motion. If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.

5. **If you want more study and/or investigation given to the idea under debate.** Move to refer to a committee. Try to be specific as to the charge to the committee.

6. **If you want more time personally to study the proposal under debate.** Move to postpone to a definite time or date.

7. **If you are tired of the current debate.** Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3 vote.

8. **If you have heard enough debate.** Move to close the debate. Requires a 2/3 vote. Or move to previous question. This cuts off debate and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.

9. **If you want to postpone a motion until some later time.** Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion
at the time it is tabled requires a 2/3 vote. A majority is required to table a motion without killing it.

10. **If you want to take a short break.** Move to recess for a set period of time.

11. **If you want to end the meeting.** Move to adjourn.

12. **If you are unsure that the [chair] has announced the results of a vote correctly.** Without being recognized, call for a “division of the house.” At this point a standing vote will be taken.

13. **If you are confused about a procedure being used and want clarification.** Without recognition, call for “Point of Information” or “Point of Parliamentary Inquiry.” The [chair] will ask you to state your question and will attempt to clarify the situation.

14. **If you have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.** Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

15. **If you want to change an action voted on at an earlier meeting.** Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3 vote is required.

One may INTERRUPT a speaker for these reasons only:

- To get information about business - **point of information**
- To get information about rules - **parliamentary inquiry**
- If you can't hear, safety reasons, comfort, etc. - **question of privilege**
- If you see a breach of the rules - **point of order**
- If you disagree with the [chair]'s ruling - **appeal**

One may influence WHAT the [members] discuss:

- If you would like to discuss something - **motion**
- If you would like to change a motion under discussion - **amend**

One may influence HOW and WHEN the [members] discuss a motion:

- If you want to limit debate on something - **limit debate**
- If you want a committee to evaluate the topic and report back – **committee**
- If you want to discuss the topic at another time - **postpone or lay it on the table**
- If you think people are ready to vote – **move to close**
### Quick Reference

<table>
<thead>
<tr>
<th></th>
<th>Must Be Seconded</th>
<th>Open for Discussion</th>
<th>Can be Amended</th>
<th>Vote Count Required to Pass</th>
<th>May Be Reconsidered or Rescinded</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Motion</strong></td>
<td>√</td>
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<td>√</td>
<td>Majority</td>
<td>√</td>
</tr>
<tr>
<td><strong>Amend Motion</strong></td>
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<td>√</td>
<td></td>
<td>Majority</td>
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</tr>
<tr>
<td><strong>Kill a Motion</strong></td>
<td>√</td>
<td></td>
<td></td>
<td>Majority</td>
<td>√</td>
</tr>
<tr>
<td><strong>Limit Debate</strong></td>
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<td>√</td>
<td></td>
<td>2/3ths</td>
<td>√</td>
</tr>
<tr>
<td><strong>Close Discussion</strong></td>
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<td></td>
<td></td>
<td>2/3ths</td>
<td>√</td>
</tr>
<tr>
<td><strong>Recess</strong></td>
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<td></td>
<td>Majority</td>
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<tr>
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<td></td>
<td></td>
<td>Majority</td>
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<tr>
<td><strong>Refer to Committee</strong></td>
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<td>√</td>
<td>√</td>
<td>Majority</td>
<td>√</td>
</tr>
<tr>
<td><strong>Postpone to a later time</strong></td>
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<td>√</td>
<td>√</td>
<td>Majority</td>
<td>√</td>
</tr>
<tr>
<td><strong>Table</strong></td>
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<td></td>
<td></td>
<td>Majority</td>
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</tr>
<tr>
<td><strong>Postpone Indefinitely</strong></td>
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<td>√</td>
<td>√</td>
<td>Majority</td>
<td></td>
</tr>
</tbody>
</table>

**Example of a motion and primary and secondary amendment:**

- (Member) I move to buy an IBM computer and laser printer. Seconded
- (The Chairman) It is moved and seconded to buy an IBM computer and laser printer is there any discussion?
- (Member 2) Mr. Chairman, I move to amend the motion by adding at the end not to exceed the cost of $2K. Seconded
- (The Chairman) It is moved and seconded to amend the motion by adding at the end not to
exceed the cost of $2K. If amended the motion would read to buy an IBM computer and laser printer not to exceed the cost of $2K? Is there any discussion on the amendment?

- **(Member 3)** Mr. Chairman, I move to amend the amendment by striking out $2K and inserting $3K. Seconded

- **(The Chairman)** It is moved and seconded to amend the amendment by striking out $2K and inserting $3K. If amended the motion it would read not to exceed the cost of $3K? Is there any discussion on the amendment to the amendment?

- The discussion would be limited to the amendment to the amendment which was to replace the $2K with $3K. Any further amendments would be limited to this until a vote is made.