



The Association of Professional
Engineers and Geoscientists of Alberta

Branch Executive Committee Volunteer Position Description

Position title:

Member-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; Director, Outreach & Product 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
- Adherence to the Branch Manual
- 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. Branches meet at least 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