



***Branch  
Manual***

***December 2008***

### **APEGGA 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.



### **APEGGA Vision**

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



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# INTRODUCTION

The APEGGA Branches are an important and integral part of APEGGA operations. The Branch Manual has been created to assist the branches in carrying out their responsibilities, which are primarily in the areas of Communications, Professional Development and Public Affairs. The board goals and specific actions that are undertaken by the Branches in carrying out their responsibilities are described in the "Terms of Reference."

The rules governing the administration of a Branch and the role of the Branch Executive are described in the Branch Bylaws. These bylaws identify the roles of the Branch Chair, Vice Chair, Treasurer, Secretary, and Members-at-Large, which form the executive of the Branch. The Bylaws also describe the administrative rules within which the Branches should operate.

The Branch Timetable is designed to assist the Branches in their operation. The Branch Timetable identifies the required activities that the Branches must complete throughout the year. It also provides a schedule in which these activities must be completed.

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. The Business Plan forms the basis for the Branch Budget. The Branch Budget identifies the financial resources required for the Branch to carry out the planned activities discussed in the Business Plan.

The APEGGA Outreach Program is a public awareness program to promote interest in science, technology, and math. The manual describes the responsibilities of the Branch Outreach Representative.

## **TERMS OF REFERENCE**

### **I Major Objective**

Whereas the branches generally represent the Association in their geographic areas, they advance APEGGA's mission by assisting Council and staff to carry out their responsibilities primarily in the areas of Communications, Public Affairs and Professional Development.

### **II Specific Goals**

Branches, by themselves or in conjunction with other APEGGA groups, focus on two audiences – the public and members. The activities to support these goals will vary by Branch.

#### **Public**

1. Promote science and technology in local schools, as part of APEGGA's Outreach Program under the direction of APEGGA's Outreach Coordinators.
2. Enhance and promote the image of the professions in their communities, as part of APEGGA's strategic initiative under the direction of APEGGA's Communication & Public Affairs Department.

#### **Members**

1. Provide information and mentoring to MITs, as part of APEGGA's Mentoring Program under the direction of the Professional Development Department.
2. Provide opportunities to network with members and the public in order to assist career development, to problem solve and to understand the other professions in the Association.
3. Provide local professional development and other programming needs tailored to the branch members' needs, as part of APEGGA's Professional Development Program under the direction of the Professional Development Department.
4. Provide a conduit or network through which information can flow between the membership and Council and vice versa, under the direction of the Executive Director or designate.
5. Enhance APEGGA's image and value to members and those who should and could be members, as part of APEGGA's strategic initiative to enhance the value and relevance of professional membership under the direction of various departments.
6. Increase member involvement in issues, committees and activities.

### **III Principal Activities**

Corresponding to the above number items, the activities can be summarized as follows:

#### **Public**

1. Conducting classroom instruction and experiments, sponsoring and judging science fairs and math competitions, sponsoring events during National Engineering Week.
2. Exhibiting at trade fairs, supporting charitable and other community-based events.

### **Members**

1. Recruit, train, connect, record and reward mentors and provide feedback on the Mentoring program.
2. Organize lunch and dinner meetings, PD Days and Evenings, golf tournaments, curling bonspiels, First Year College Transfer events and other social events.
3. Lunches, dinners, PD Days and Evenings.
4. One on one discussions, issue forums

## **IV Structure**

Refer to Section 1.5 and 1.6 of the Branch Bylaws for the constitution and role of the Executive and the duties of the Chair, Secretary, Treasurer and Members-at-large.

## **BYLAWS**

### **1.1 PREAMBLE**

- 1.1.1 The Association of Professional Engineers, Geologists and Geophysicists of Alberta, shall hereinafter be referred to as *APEGGA* or *the Association*.
- 1.1.2 This document refers to the \_\_\_\_\_ Branch of APEGGA, which shall hereinafter be referred to as *the Branch*.
- 1.1.3 The major objectives, specific goals, and principal activities of the branch are set out in the Terms of Reference.

### **1.2 BYLAWS**

- 1.2.1 The Branch Bylaws shall be consistent with Engineering, Geological and Geophysical Professionals Act of the Province of Alberta, hereinafter referred to as *the Act*, currently in effect and are subject to the approval of the governing Council of the Association, hereinafter referred to as *the Council*.
- 1.2.2 The Bylaws shall be the same for all Branches.
- 1.2.3 The Branch, by vote of members at a general meeting, shall have the power to pass, rescind or amend by special resolution, Supplementary Bylaws unique to the Branch. Such Supplementary Bylaws shall be subordinate to these Branch Bylaws and subject to other policies and procedures for Branches as the Council may adopt.
- 1.2.4 The Branch shall not negotiate with any government or other body in such matters as to commit the Association, or to imply Association support of such action, without first obtaining official approval from the Council. In all matters affecting the professions, or the Association as a whole, the Branch shall submit its conclusions to the Council as a form of resolution requesting appropriate action by the Council. In no case shall the Branch act as a bargaining agent.

### **1.3 AMENDING BYLAWS**

The Branches may, by special resolution, request that Council rescind or amend the Branch Bylaws.

- 1.3.1 A Branch Executive may independently approve a resolution to Council to request changes in the Branch bylaws or may present the resolution to the Branch members at a meeting for approval. In the latter case, the tenor of the proposed alterations or additions must be provided in writing with the notice of the meeting.
- 1.3.2 Upon approval by the Branch, the resolution must be presented to the other Branches for consideration, typically at the Branch Chairs meeting. The Branch Chairs, at their discretion, may approve it or take the resolution back to either their executive or the members in their Branch for approval.
- 1.3.3 The resolution will not come into effect until Council has approved it.

**1.4 MEMBERSHIP**

- 1.4.1 Membership in the Branch shall be limited to individuals who are resident in the geographic area comprising the Branch as established by Council, and are professional members, members-in-training, examination candidates, licensees, or students, recorded as such with the Association and as defined by the Act.
- 1.4.2 The designated geographic area for the Branch shall be identified by postal code in the Association files.

**1.5 ELECTION AND RESIGNATION OF THE BRANCH EXECUTIVE**

- 1.5.1 The Executive of the Branch shall consist of the following:

Chair	Treasurer
Vice-Chair	Secretary
Past-Chair	Members-at-Large

The Executive or the Nominating Committee shall be free to decide the number of Members-at-Large to be on the Executive of the Branch.

All members except the Past-Chair shall be elected from and by the membership at the Annual General Meeting of the Branch. One person may hold the position of the Secretary and Treasurer if decided by the voting members at the Branch Annual General Meeting.

The term of the 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.

- 1.5.2 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. 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.
- 1.5.3 The Nominating Committee will submit a list of nominees for the Executive to the Secretary at least 30 days prior to the Annual General Meeting of the Branch. The consent of the nominees to act if elected, will be secured prior to the list of nominees being submitted to the Secretary.
  - 1.5.3.1 Not less than 15 days prior to the annual meeting, the Secretary shall cause to be distributed to each member, either directly by mail, by e-communications, or by a publication that is printed on a regular basis by the Association, a list of the Branch nominations made by the nominating committee.
- 1.5.4 Nominees for the Chair should have served at least one year on the Executive.
- 1.5.5 The Nominating Committee will give due consideration to the composition of the Executive and in particular to the geographic distribution and field of practice of the nominees.
- 1.5.6 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 1.5.3). If duly seconded, and the candidate agrees, the candidate's name shall be added to the list prepared by the nominating committee.
- 1.5.7 The Secretary shall report the results of the Branch elections to the Association within a week of the Annual General Meeting of the Branch.
- 1.5.8 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.
- 1.5.9 A member of the Executive can leave his/her position by:
  - 1.5.9.1 submitting a letter of resignation to the Chair or the Secretary

1.5.9.2 ceasing to be a member of the Branch

1.5.9.3 ceasing to be a member of APEGGA

## **1.6 DUTIES AND POWERS OF THE EXECUTIVE**

1.6.1 The Executive is accountable for all the activities of the Branch.

1.6.2 Questions arising at any Executive meeting shall be decided by a majority vote of the members present. Four members of the Executive shall constitute a quorum.

1.6.3 The Executive may set up standing subcommittees or task forces, as it deems necessary, to deal with specific events, programs or the branch network.

1.6.3.1 The branch network is a group of member volunteers who liaise with responsible members in the branch. This interface/network serves to uncover/discuss issues, recruit volunteers (and mentors), promote events, promote image, promote APEGGA, and determine professional development needs.

### **1.6.4 Duties of the Chair**

The Chair shall:

1.6.4.1 be the ex-officio member of all committees of the Branch. He/she shall preside at all meetings of the Branch and of the Executive. In his/her absence, the Vice-Chair shall preside at such meetings. In the absence of both Chairs, another member of the Executive shall be elected to preside at such meetings.

1.6.4.2 attend meetings of the Council and the Annual General Meeting of the Association, and shall report back to the Executive and the Branch. The Chair may designate another member of the Executive to attend such meetings on his/her behalf.

1.6.4.3 be the principal liaison with the Executive Director and staff of the Association with respect to the administration of the Branch.

1.6.4.4 ensure that the incoming Executive is provided with Branch Manuals.

#### **1.6.5 Duties of the Secretary**

The Secretary shall:

1.6.5.1 attend all meetings of the Executive and the Branch and maintain minutes of such meetings. In the absence of the secretary, another member of the executive shall perform his/her duties.

1.6.5.2 be accountable for all correspondence and advertising of the Branch.

1.6.5.3 send meeting notices. Also responsible for actions identified in sub-sections 1.5.2 and 1.5.6.

1.6.5.4 submit to the APEGGA Webmaster minutes and other activities of the Branch as appropriate.

#### **1.6.6 Duties of the Treasurer**

The Treasurer shall:

1.6.6.1 receive all monies on behalf of the Branch and deposit it in the account for the Branch at a financial institution.

1.6.6.2 ensure that all cheques on behalf of the Branch are signed by the Treasurer, the Chair or Vice Chair.

1.6.6.3 maintain a record of all financial transactions on behalf of the Branch, and provide information to the Executive upon request.

1.6.6.4 present a duly audited financial statement at the Annual General Meeting of the Branch. Copies of the financial statement shall be provided to the Secretary of the Branch and the staff of the Association.

1.6.6.5 ensure that the signing authorities are up-to-date and the financial institutions' records are amended to reflect the same.

1.6.6.6 prepare the annual budget and the financial statement in accordance with the Branch Budget Manual.

#### **1.6.7 Duties of Members-at-Large**

Members-at-Large shall:

1.6.7.1 be full members of the Executive and attend meetings regularly.

1.6.7.2 actively participate in the activities of the Branch, and undertake assignments to organize meetings and functions.

1.6.7.3 represent the Branch in community activities.

### **1.7 AUDITING**

1.7.1 The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Branch elected for that purpose at the annual meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by the auditor at the Branch Annual General Meeting. The fiscal year of the Branch shall end on the 31st day of December.

1.7.2 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 Executive shall have access to such records at all times.

### **1.8 MEETINGS**

1.8.1 There shall be at least four general meetings of the Branch each year. The Annual General Meeting of the Branch shall be held at least 30 days prior to the Annual General Meeting of the Association.

1.8.2 Notices of the Branch general meetings shall be distributed by mail, e-communications, or by a publication that is printed on a regular basis by the Association, at least 15 days prior to the meeting.

1.8.3 A quorum at a Branch meeting shall be 10 members.

1.8.4 The proceedings of any meeting of the Branch shall generally be governed by *Robert's Rules of Order*.

1.8.4.1 All votes must be made in person and not by proxy or otherwise.

1.8.4.2 Only professional members are entitled to vote on resolutions and other matters that are to be presented to Council.

1.8.4.3 All members are eligible to vote on all other matters affecting the operation and activities of the Branch.

1.8.5 Members may invite guests to attend Branch meetings, and other activities upon payment of the applicable fee.

1.8.5.1 The Chair of the meeting shall inform the guests that they may not vote on any business matters of the Branch.

## **1.9 REMUNERATION**

1.9.1 No member of the Branch Executive or any member of the Branch shall receive remuneration for performing any services for the Branch.

1.9.2 Reasonable out-of-pocket local branch expenses shall be reimbursed upon approval by the Chair or the Treasurer of the Branch.

1.9.3 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 Executive Director or his designate.

1.9.4 All expenses must be supported by receipts.

## **1.10 FINANCING**

1.10.1 The Executive shall be accountable for obtaining funds necessary for financing Branch activities. The Council shall grant funds to the Executive for Branch activities, upon receipt of satisfactory annual budgets and financial statements.

1.10.2 The Branch shall not borrow or raise money through general assessment of its members without prior approval of the Council.



## BRANCH TIMETABLE

Month	Financial	Business	Life Member Dinner	Professional Member Induction	Teacher Awards	National Engineering Week
January	Prepare financial statements and have approved by Br. Exec	Submit annual report for APEGGA annual report by Jan 31 Seek nominations for new executive Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council		PMIC at AGM?	HO mails info to schools HO advises branch of contacts	Finalize plans
February	Have financials approved by members at AGM? Submit to HO?	Have new executive elected at AGM? Assign responsibilities? Submit to HO?		PMIC at AGM?	Promote	HO and branch promote activities
March	Have financials approved by members at AGM? Submit to HO?	Have new executive elected at AGM? Assign responsibilities? Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council		PMIC at AGM?	Promote	Hold first week
April		By early April, advise of attendance at AGC			Receive nominations	
May		Prepare and approve business plan Branch Exec Orientation? Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council			Select winners & advise HO	
June	Start to prepare budget	Submit bus. plan to HO Branch Exec Orientation?			Recognize winners	

**BRANCH TIMETABLE (cont'd)**

Month	Financial	Business	Life Member Dinner	Professional Member Induction/Voluntary Service Awards	Teacher Awards	National Engineering Week
July	Continue budget preparation					
August	Submit budget by Aug 15					
September		Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council Consider dates for AGM/President's Visit	HO provides list Recognize?	HO provides VSA recipients, if any		
October						Appoint rep
November	Council approves budgets	Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council Finalize date for AGM/President's Visit	Recognize at Pres. Visit?			HO provides concepts for activities Promote involvement in activities
December	Year end			HO advises branch of inductees (full year)	Appoint rep	Promote involvement in activities Advise HO of

Throughout	Submit advances as required					activities to be undertaken and where
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## **Business Plan**

In June 2000 it was agreed by the Branch Chairs that branches should prepare a business plan. Just as APEGGA must prepare a business plan, so too should a branch prepare a brief statement of what the branch plans to accomplish over the next 12 months. 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 by August 15.

Refer to Appendix A for the form that was prepared by Ft. McMurray and agreed to by the Branch Chairs. The form also allows space for reporting progress. It contains:

### **Executive Summary**

An executive summary should provide a general statement about the economic activity in the branch. Is it rising, falling or staying the same? What is happening to the size of the membership in your branch? What is happening to the branch activity level in the branch? Is it rising, falling or staying the same? What are the challenges to be faced in running the branch - money, volunteers, ideas, programs, change? What are the challenges being faced by your members? How is the branch going to address these challenges?

### **Administrative Issues**

A statement should be made about what administrative issues are to be tackled, how, when and by whom. It could involve volunteer recruitment, additional financial support (sponsorships), computer support, APEGGA office support, governance (effective meetings, decision making), training (how to run a meeting and get things done) etc.

### **Activities**

Activities should align with the Terms of Reference. It should identify, for all eight activity areas, the goals and activities that are to be undertaken, how, when and by whom.

### **Public**

1. Promote science & technology
2. Improve image with the public

### **Members**

1. Mentoring
2. Networking opportunities
3. PD opportunities
4. Communications conduit
5. Improve image with members
6. Increase member involvement

## **Budget**

Following completion of the business plan, a budget for the next calendar year must be submitted to head office by August 15.

### ***Purpose***

The purpose of the budget is threefold:

1. to estimate revenue and expenses for all local events and activities to be financed from the branch bank account
2. to estimate the amount and timing of advances from APEGGA
3. to estimate the costs to be paid for by head office but allocated to the branch.

### ***Financial Objectives***

The financial objectives are twofold:

The short term objectives are to maintain a level of funds in the branch account that is optimal for that particular branch. The aim of branch financial planning for their various events should be to achieve a break-even status. APEGGA advances are available to maintain this optimal level however, branches should budget for no more than 2 advances per year.

The long term goal is to make all branches more self-sufficient at least with regard to the events that they finance themselves. This includes expenses paid from the branch bank account as well as the expenses paid by head office for promotion and gifts, but not including travel to Council.

### ***Form***

The form for the budget appears in Appendix B. It is comprised of two sections.

The first page is dedicated to estimating the revenue and expenses to be financed by the branch through the branch bank account and to estimate the timing and amount of advances from APEGGA. The second page provides information that enables head office to budget costs for:

1. Travel and accommodation for Branch Chair to attend Council meetings
2. Promotional materials supplied by head office for branch events
3. Awards, prizes and gifts supplied by head office but presented in the branch
4. Director's attendance at branch meetings (Calgary only)

which are allocated to the branches, but not paid for through the branch bank account.

The branch advances and the costs allocated to the branches are entered into an APEGGA budget spreadsheet for each branch.

## ***Preparing the Budget***

Only the “greyer” fields in the budget spreadsheet need to be filled in. The items listed in the spreadsheets in Appendix B are described in the paragraph that follows.

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

#### ***Bank Balance – Start month***

The only number that needs to be entered 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***

Event 1 and 2 – Revenues should be estimated for all events. Professional development and social events should be budgeted to make a profit in order to assist in the financing of other programs (Issues Forums, AGM, the President’s Visit, Outreach Activities, College programs, Teacher Recognition and Mentoring Programs that may have to be subsidized). In setting prices, both the local expenses and head office expenses for promotion and gifts should be taken into account.

Other – This item is for revenue generated from sources other than events. Bank interest is an example.

#### ***Local Branch Expenses***

Executive Committee – Facilities, food and beverage expense for the executive and appreciation plaques may also be budgeted here. However, recognize that APEGGA also presents Voluntary Service Awards for 6 years of service.

Network – Expenses in running the branch network of responsible members may be budgeted under this item.

Travel & Accommodation – Local expense only should be budgeted here. In the case of branches with significant travel distances between population centres, executive members only may be reimbursed for travel at the APEGGA-approved kilometer rate of \$0.505/km. These costs should be minimized through car-pooling where possible.

Stationery & Printing – Local stationery purchases and arrangements for printing with local suppliers are budgeted here. Head office printing of promotional material will show up under photocopying in the total branch budget.

Postage, telephone (probably long-distance only), photocopying and courier – Local expenses only. Head office expense show up under the total branch budget.

Event 1 and 2 – See revenue above.

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

College (1<sup>st</sup> year transfer) – This budget item identifies meals, travel and other program expenses associated with the 1<sup>st</sup> year transfer programs in local colleges. These students must be enrolled in a university transfer program that qualifies them to enter directly into the second year of an undergraduate engineering program at the U of A or U of C. Activities include financing awards for appropriate competitions, organizing mixers where students meet members and learn more about the professions, and making presentations to them about APEGGA, professionalism and ethics. Scholarships shall not be awarded to prevent conflict with the APEGGA Education Foundation.

Mentoring – All costs for recruiting, training, matching, recognizing and recording mentors appear here.

Other – This item is for charges not covered above.

***APEGGA Advances*** – APEGGA will advance money to the branches to ensure that they have sufficient funds on hand to operate. The branch will insert appropriate amounts and the timing to meet the short term objectives above. The branch should only budget for a maximum of 2 advances per year.

***Event 1 and 2 Description*** - A few words to describe the event should be entered at the bottom of the spreadsheet.

### ***Section II - Expenses Paid by Head Office and Allocated to the Branch***

Head office will estimate the expenses based on branch input. A simple yes or no for attending Council, Summit and the AGM will suffice. Marking the number of promotional pieces and the number and description of the gifts will also generate an estimate of the expense.

### ***Recovery of Expenses***

The expense claim should be used and submitted either to the branch for a local expense or to head office for travel to Council, Annual Conference or AGM. The Expense Claim Form is in Appendix D.

## Outreach

The APEGGA Outreach Program is a public awareness program to promote interest in science, technology and math, and increase the awareness of the professions of Engineering, Geology and Geophysics. APEGGA has established guidelines for the Outreach Program which has a long and successful history in Calgary and Edmonton. All branches are encouraged to implement a similar program utilizing and sharing existing materials available from head office. APEGGA Outreach staff in Calgary and Edmonton will provide information, ideas and assistance to Branch Outreach Coordinators. It is important that Branch Outreach Coordinators and APEGGA Outreach staff, committees, etc. work together to ensure consistency in the delivery of the Outreach Program. Duties of the Branch Outreach Coordinators follow:

- Establish contact and maintain liaison with the appropriate APEGGA Outreach staff person listed below. Staff will provide information about the Outreach Program, a resource manual, details about available resources and assistance as needed.
- Determine components of the Outreach Program to implement in the branch with input from any of the following: branch executive, branch membership, APEGGA Outreach staff.
- Provide volunteer training workshop with assistance from APEGGA Outreach staff.
- Develop program advertising for branch if needed and in consultation with APEGGA Outreach staff.
- Recruit volunteers for each Branch Outreach activity.
- House and distribute program materials as provided by APEGGA.
- Steer development of classroom presentation materials if needed and in consultation with APEGGA Outreach staff.
- Coordinate other related science events such as:
  - Alberta Science and Technology Week
  - National Engineering Week
  - APEGGA Teacher Awards

### **APEGGA Outreach Staff:**

#### **Outreach Supervisor – Jeanne Keaschuk**

Email: [jkeaschuk@apegga.org](mailto:jkeaschuk@apegga.org)

#### **Edmonton & North**

(Edmonton, Fort McMurray, Lakeland,  
Peace River, Vermillion River, Yellowhead)

#### **Lindsay Malden – Outreach Assistant**

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APEGGA

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#### **Calgary & South**

(Calgary, Central Alberta, Lethbridge,  
Medicine Hat)

#### **Lindsey Collins – Outreach Coordinator**

Email: [lcollins@apegga.org](mailto:lcollins@apegga.org)

2200 Scotia Centre

700 2 Street SW

Calgary, Alberta T2P 2W1

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Phone: (403) 262-7714

## **GUIDELINE FOR PRESIDENT’S VISIT DINNER PROGRAM**

President's Visits to Branches should be considered as a very special event during which the President brings an important message to members and guests from the leader of Alberta's largest professional association. It is also a time to raise awareness of APEGGA with VIPs who might accept an invitation to attend and to honour new Life Members, Voluntary Service Award recipients and new Inductees. It is important, therefore, that the event be at a level of sophistication appropriate to the position the President holds in Alberta and that it is looked upon as a significant annual social event in the community and one that brings a measure of pride to members. It is with this in mind that the following guidelines have been created.

## **1. NOTICE TO BRANCH MEMBERS**

Notice should be formatted as per template recommended by Head Office for consistency throughout the Branches.

Electronic notice to Branch members should be received by Sandy Roth four weeks prior to the event. Lead time is required for an email to be sent out, so this should be factored in.

Notice is to be emailed by HO to Branch members immediately upon receipt.

## **2. INVITATION TO VIPs**

Invitation list should be developed in early January which should include the following: Teacher Award winners; local MP; Branch MLAs; Branch community Mayors as appropriate; Councillors/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.

## **3. PROPS REQUIRED FOR EVENT**

- a) Banners (from Head Office)
- b) Registration table for members and guests (strategically located)
- c) Nametags
- d) Tables reserved for VIPs at dinner
- e) Placecards for the VIPs
- f) Table for certificates and pins (somewhere near the podium)
- g) Podium
- h) Screen
- i) Projector table
- j) Extension cord
- k) Projector and laptop (if available)

#### 4. **DEVELOPMENT OF A PROGRAM**

- A program should be developed and followed by the 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 should be at designated reserved tables and should be aware, when they arrive, where they will be seated and who will be at their table. Placecards are also recommended. The Executive Director has requested that the seating arrangement for the VIPs be approved by Head Office.
- When developing the room setup, 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. Care should be taken with respect to the location of the podium and screen when the room is long and narrow so as not to disconnect participants seated at the back of the room. In a room such as this, the podium and screen should be placed in the centre of the long wall to optimize viewing.
- A draft of the program and room setup should be sent to HO at least three days before the event.

Suggested program outline: (Note start time is only a suggestion – can be modified, if required, to accommodate timelines surrounding the community.)

- 6:00 p.m.**                    **Reception**
- 6:30 p.m.**                    **Guests are seated and introductions made of VIPs in attendance**
- 6:35 p.m.**                    **Grace** (sample follows):
- Let us give thanks for our great abundance,  
For this food we are about to eat,  
For freedom and fellowship,  
And for the privilege of our professions.*
- Let us be ever mindful of our obligations to those we serve.*
- Amen.*
- Dinner is served**
- Head Office has requested that wine be available for all guests during dinner. If the facility has sufficient staff, red and white wine should be offered and replenished on an on-going basis during the meal. However, if sufficient staff is not available, two bottles of red wine should be placed on the table and white wine offered as table service (to reduce waste).
- 7:15 p.m.**                    **MC invites VIPs (if in attendance) to bring brief 1-2 minute greetings.**
- Aldermen/Councillors, Mayors, MLAs and MPs are considered VIPs 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 Member Ceremony (if required)**

- The Chair reviews the criteria for life membership (below) and asks the President to come forward to present the pins.
- 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 her/her seat. (opportunity for photo here)
- The criteria for Life Membership is that a member (a) has been a professional member of APEGGA for 25 or more years, and has retired from the practice of the profession, or (b) has held equivalent registration in a jurisdiction recognized by the Association, and professional membership totaling a minimum of 25 years, of which at least the last 10 years have been with the Association, and has retired from the practice of the profession.
- Life members retain all of the obligations, duties and privileges of professional membership and pay annual fees as may be specified by Council.

**8:20 p.m.**

### **Professional Member Induction Ceremony**

- The Chair will invite the President to join him.
- The Chair 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 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. HO will cover the costs for any risers required.

**8:40 p.m.**

**Branch AGM and Elections**

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

**Next day follow-up:**

Sandy Roth should be advised by email the next day at ([sroth@apegga.org](mailto:sroth@apegga.org)) regarding the new Executive (including complete contact info such as phone number, email and mailing address), if an AGM was held the previous evening.

Appendix A

***BUSINESS PLAN***

# **BUSINESS PLAN**

FOR \_\_\_\_\_ BRANCH

June, 200\_\_\_\_to December, 200 \_\_\_\_\_

Executive Summary

Administrative Issues

**ACTIVITIES**

APEGGA – BRANCH 2008 BUSINESS PLAN		
<b>GOAL</b>		
<b>1. Public</b> <i>1.1. Promote Science &amp; Technology in local school schools and industry.</i>		
ACTIVITY	LEADER	PROGRESS

APEGGA – BRANCH 2008 BUSINESS PLAN		
<b>GOAL</b>		
<b>1. Public</b> <i>1.2. Enhance image of profession in the community.</i>		
ACTIVITY	LEADER	PROGRESS

APEGGA – BRANCH BUSINESS PLAN		
<b>GOAL</b>		
<b>2. Members</b> <i>2.1 Provide information and mentoring to MIT's (New) under the direction of the Professional Development Department.</i>		
ACTIVITY	LEADER	PROGRESS

APEGGA – BRANCH BUSINESS PLAN		
<b>GOAL</b>		
<b>2. Members</b> 2.2 <i>Provide opportunities to network with members and the public to assist in career development, and understand the other professions in the Association.</i>		
ACTIVITY	LEADER	PROGRESS

APEGGA – BRANCH BUSINESS PLAN		
<b>GOAL</b>		
<b>2. Members</b> 2.3 <i>Provide local professional development as part of APEGGA's professional development program.</i>		
ACTIVITY	LEADER	PROGRESS

APEGGA – BRANCH BUSINESS PLAN		
<b>GOAL</b>		
<b>2. Members</b> 2.4 <i>Provide a network through which information can be communicated between the membership and Council.</i>		
ACTIVITY	LEADER	PROGRESS

GOAL		
<b>2. Members</b> 2.5 <i>Enhance APEGGA's image and value to members.</i>		
ACTIVITY	LEADER	PROGRESS

APEGGA – BRANCH 2000 BUSINESS PLAN		
GOAL		
<b>2. Members</b> 2.6 <i>Increase member involvement.</i>		
ACTIVITY	LEADER	PROGRESS

Appendix B  
***BUDGET***

2008 \_\_\_\_\_ BRANCH BUDGET *Fill in only the greyer areas*

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Section I – Revenue/Expenses paid from Branch Bank Accounts</b>													
Bank Balance - Start month		0	0	0	0	0	0	0	0	0	0	0	0
<b>Local Branch Revenues</b>													
Event 1 *													0
Event 2 *													0
Other (eg bank interest)													0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Local Branch Expenses</b>													
<b>Administration</b>													
Exec Comm													0
Network													0
Travel & Acc													0
Stationery & Printing													0
Post, tele & courier													0
Outreach (K-12)													0
College (1st year)													0
Mentoring													0
Event 1													0
Event 2													0
Other (eg. Bank Expenses)													0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Net (Revenue – Expenses)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>APEGGA Advance</b>													
<b>Bank Balance - End month</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
* Event 1 description													
* Event 2 description													
<b>Section II -Expenses paid by head office and allocated to branch</b>													
Council (will vary by distance)		Edm		Calg		Edm		GP		Calg			
(Attend? Y/N)													
Promotion - mailers (\$1 ea.)													
(mark no. in the month)													
Summit & AGM				Calg									
(Attend? Y/N)													
Gifts, Prizes & Awards													
(mark no. & description)													

Appendix C  
***EVENT STATEMENT***

## **EVENT STATEMENT**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Description: \_\_\_\_\_

Attendance: \_\_\_\_\_

### **Revenue**

Float = \_\_\_\_\_

Members: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Guests: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Students: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**Total Revenue** = \_\_\_\_\_

### **Expense**

Float: = \_\_\_\_\_

Meals/Cater: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Facility Rental: = \_\_\_\_\_

Audiovisual: = \_\_\_\_\_

Gratuity: = \_\_\_\_\_

Speaker Costs: = \_\_\_\_\_

(fees, travel, honorarium, gift)

Promotional Costs: = \_\_\_\_\_

**Total Expense** = \_\_\_\_\_

**Profit/(Loss)** = \_\_\_\_\_

Appendix D  
***EXPENSE CLAIM FORM***



## ***EXPENSE CLAIM PROCEDURES***

### ***General***

- Expense claims are to be submitted to the Edmonton APEGGA office within 30 days of incurring the expense.
- Descriptions of all items must provide full information.
- All items are to be supported by receipts where applicable.
- The current approved rate for automobile use reimbursement is \$0.505 / km.
- Expense claims must be approved prior to processing:
  - by the relevant APEGGA staff for Committee/Board members
  - by the Executive Director for APEGGA staff.
- The appropriate sub account numbers are inserted below.

### ***Sub-Account Codes***

100	Executive Dept	766	Life Members Dinners
102	Strategic Planning Committee	767	Social Programs
104	Governance Committee	770	Ring Workshop
108	Executive Committee	772	Member Induction
110	Council	776	Outreach
112	Nominating Committee	780	Branch Executive Orientation
114	Past Presidents Advisory	781	Edmonton Branch
116	CEA	782	Calgary Branch
118	Other Associations	783	Central Alberta Branch
120	Strategic Planning Session	784	Fort McMurray Branch
122	Annual General Meeting	785	Lakeland Branch
132	Council Meetings	786	Lethbridge Branch
140	Mobility Initiative	787	Medicine Hat Branch
144	Government Relations	788	Peace River Branch
760	VPS/Salary Survey	789	Vermilion River Branch
765	Summit Awards	790	Yellowhead Branch

Appendix E  
***FINANCIAL STATEMENT***

APEGGA \_\_\_\_\_ Branch  
Income-Expense Statement\*  
January 1 to December 31, 20\_\_

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Revenue  
    APEGGA Advance \_\_\_\_\_  
    Events \_\_\_\_\_  
    Other \_\_\_\_\_

**TOTAL REVENUE** \_\_\_\_\_

---

Event Expenses  
    Travel & Accommodation \_\_\_\_\_  
    Facilities/Food/Beverage \_\_\_\_\_

**Subtotal** \_\_\_\_\_

Administration Expenses  
    Awards/Prizes/Gifts \_\_\_\_\_  
    Postage \_\_\_\_\_  
    Couriers \_\_\_\_\_  
Stationery & Printing  
    Photocopying \_\_\_\_\_  
    Office Supplies \_\_\_\_\_  
    Other \_\_\_\_\_  
    Miscellaneous Expenses \_\_\_\_\_

**Subtotal** \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

---

**NET SURPLUS (LOSS)** \_\_\_\_\_

\*Note: This statement covers only those funds handled through the Branch bank account.

APEGGA \_\_\_\_\_ Branch  
FINANCIAL POSITION  
December 31, 20\_\_

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Bank balance, January 1	_____
Bank balance, December 31	_____
Net change for the year	_____

_____ Treasurer	_____ Date
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Financial statements audited by:

_____	Date _____
_____	Date: _____