

EXECUTIVE

The *BRANCH EXECUTIVE* shall consist of the President, Vice-President(s), Secretary, Treasurer, Immediate Past-President, Area Representative(s), and the Student Chapter President.

The Committee Chairpersons will act in an Advisory capacity to the Branch Executive Committee.

Each Committee Chairperson, as appointed by the Branch Executive in *NOVEMBER*, shall meet with his/her Committee as soon as possible thereafter, to assign duties and to plan for the ensuing year's activities.

A report covering such plans in detail shall be presented to the January Meeting (business or general) of the Branch.

REQUIREMENTS: In order to fill a position on the Branch Executive the following requirements MUST be met:

- Access to Microsoft word
- Access to Microsoft excel
- An Internet connection
- A valid email address (no hotmail or yahoo type email addresses)

PRESIDENT

THE PRESIDENT, in general will preside at meetings of the Branch;

SHALL ensure that all meetings are conducted in a business-like manner, shall ensure the full minutes are kept covering all proceedings; that reports are filed, correspondence attended to, and that all records, etc., are properly filed.

SHALL sign all cheques in payment of authorized accounts, after such cheques have been prepared and signed by the Treasurer;

SHALL sign the Minutes of Branch Meetings as prepared by the Secretary, and as approved by the meetings they cover, before they are forwarded to the National Secretary.

SHALL route all matters to and through the appropriate committee and ensure that each discharges his/her responsibilities in a timely and orderly manner.

SHALL ensure regular reports from each Committee including an Annual Report, which shall detail the year's activities for each Committee.

SHALL prepare and forward an Annual Report to the Area Administrator with a copy to the National Secretary - such to be filed by *JANUARY 15*.

VICE-PRESIDENT

THE VICE-PRESIDENT shall perform the duties of the President in his/her absence or as delegated by the President and shall preside at Branch Executive and/or Branch Business Meetings.

PAST PRESIDENT

THE IMMEDIATE PAST-PRESIDENT of the Branch shall attend all Meetings of the Branch and the Branch Executive to advise on such matters as requested by the President or the Executive.

The Immediate Past-President may act in the absence of the President or Vice-President in conducting meetings or business of the Branch.

SECRETARY

THE SECRETARY SHALL:

- *RECORD* the Minutes of Branch General, Business and Executive Meetings unless any of such are delegated to others and after such have been passed by the pertinent meeting, shall sign the Minutes and present them to the President for signature and forward copies to the National Secretary;
- *BRING* to the President and/or pertinent Committee Chairperson, any and all correspondence and reports as received;
- *DEAL* with all correspondence as directed and maintain proper files of records;
- *ASSIST* Committee Chairperson when and as requested;
- *PREPARE* and *MAIL* meeting notices at least one (1) week before such meetings; prepare the Agenda for each meeting including any direction of President or Committee;
- *MAINTAIN* an up-to-date list of members including name, address and phone number of each, and notify the National Secretary of changes in this regard;
- *MAINTAIN "THE PRINCIPLES OF OPERATION MEMO FILE"* up-to-date and complete as a timely reference for Officers and Committees of the Branch;
- *RECOMMEND* to the Branch Executive on the appointment of an Assistant Secretary.

TREASURER

THE TREASURER shall receive all monies, prepare and sign cheques in payment of authorized expenditures and present such cheques for signature of the President;

- *ALL MONIES* received in the name of "*THE INSTITUTE*" shall be deposited in one *BANKACCOUNT* and in the name of the *INSTITUTE*;
- *THE TREASURER* shall receive dues and fees paid into the Branch and shall remit all such monies to Head Office without delay;
- *SHALL* keep proper books of account per Institute procedures for bookkeeping and submit a monthly statement in reasonable detail to the Branch;
- *SHALL* submit annually, to Head Office, an audited statement using the prescribed forms and accompanied by cheques, receipts, bank statement, etc., per financial procedure of the Institute, by MARCH 31st.
- *SHALL* assist in striking of the Annual Budget for the Branch;
- *SHALL* recommend to the Branch Executive on the appointment of an Assistant Treasurer.

AUDITORS

THE AUDITORS shall maintain a scrutiny of the Branch Books of Account through the year, toward a proper understanding of business transactions of the Branch and present a Quarterly Statement to the Branch;

- *THEYSHALL* advise the President as to the correctness of the accounting and of any noted irregularities;
- *THEY SHALL* audit the accounts of the Branch at the close of the current year, and present their prepared and signed report to the January Meeting of the Branch.

THE AREA REPRESENTATIVE will represent the Branch at the Area Annual General Meetings.

- *IN THE EVENT* of their inability to attend the Area Annual Meeting, they shall designate another duly elected officer of the Branch to attend and vote in their stead by means of a fully executed proxy using the prescribed form;

AREA REPRESENTATIVES

- *THE AREA REPRESENTATIVE* shall present to such meeting all matters as instructed or directed by the Branch.
- *THE AREA REPRESENTATIVE* shall serve on the Branch Executive;
- *THEY SHALL* designate one of their members to prepare reports of their trusteeship for presentation to the Branch.

WARDEN

THE WARDEN'S COMMITTEE shall have a member present at each meeting of the Branch to welcome members and guests; see that they sign the registry of attendance and that they are provided with a badge of identification.

- *SHALL* be responsible for the introduction of guests to the President and Members;
- *RECEIVE & CONDUCT* to the President, all Membership Candidates for obligation;
- *SHALL* be responsible for and maintain an inventory of properties of the Branch, as the Banner, the Gavel, attendance register, identification badges, seeing that they are safely stored, maintained, and available at each meeting of the Branch;
- *SHALL* submit an annual report to the President detailing activities of the Committee and inventory and location of storage.

EDUCATION COMMITTEE

THE EDUCATIONAL COMMITTEE shall develop and maintain a program including features for regular and special meetings of the Branch, planned well in advance and fully publicized.

- *THEY SHALL* co-operate in all matters pertaining to the promotion of technical courses as sponsored by local Educational Authority or University;
- *THEY SHALL* promote at least two (2) plant visits during the Branch year;
- *THEY SHALL* co-operate with the Entertainment committee in the promotion of at least two (2) supper meetings with outstanding speakers;
- *THEYSHALL* co-operate with other Technical Societies in furthering the interest of the Institute;
- *THEYSHALL* be responsible for stocking and sale of Institute Educational Texts;
- *THEY SHALL* maintain inventory of equipment belonging to the Branch, such as projector, screen, and tape recorders, etc., reporting on their condition and whereabouts;
- *THEY SHALL* submit an Annual Report to the President covering the year's activities and with recommendations for the ensuing year.

AWARDS COMMITTEE

THE AWARDS COMMITTEE shall prepare a report listing nominations for consideration by the Branch and such report shall be presented at the January Meeting next following the service year being reviewed;

- *THEYSHALL* process such awards as approved per established procedure on or before the Thirty-First (31st) day of MAY with reference to pertinent "*PRINCIPLES OF OPERATION MEMOS FOR AWARDS*".

EMPLOYMENT COMMITTEE

THE EMPLOYMENT COMMITTEE shall assist members in obtaining suitable employment with reputable employers, with due regard to their capabilities and experience, toward satisfied employee and employer.

- *THEY SHALL* also assist employers in maintaining a staff of competent engineers;
- *THEY SHALL* maintain a file of suitable positions and of personnel seeking employment;
- *THEY SHALL* assist Government and reputable placement agencies in the interests of the Institute and its members;
- *THEY SHALL* submit an Annual Report detailing placements, etc., for the year.

(NEW) – The Chairman shall be responsible for the handling of the National Site Employment Password.

ENTERTAINMENT COMMITTEE

THE ENTERTAINMENT COMMITTEE shall co-operate with the Education Committee in the planning of "Supper Meetings".

- *SHALL* plan and develop programs for Installation Meeting; Ladies Night; Picnic; Barbecue; Refreshment Periods of Regular Meetings; and other special events as may be sponsored by the Branch
- *THEY*, in conducting such activities, *SHALL* be responsible for printing and distribution of tickets; collection of monies and the submission of reports covering each event using the prescribed form FMIF3/APR174.

LEGISLATION COMMITTEE

THE LEGISLATION COMMITTEE shall have a thorough understanding of Municipal, Provincial and Federal Statutes pertaining to Power Engineering.

- *THEY SHALL* review the promotion and attainment of any Statute, Ordinance or Regulation, etc., which may seem calculated to directly or indirectly benefit or prejudice the interests of the Institute or its members; advising or making recommendation to *THE BRANCH ONLY!*
- *THEY SHALL* submit an Annual Report covering the year's activities in detail.

PLANNING & DEVELOPMENT

THE PLANNING & DEVELOPMENT COMMITTEE shall function in the development of new ideas and procedures, which will contribute to progress of the Institute, assisting in their planning and execution.

- *SUCH SUGGESTIONS & RECOMMENDATIONS* shall be prepared in reasonable detail to provide for a practical assessment of their merit;
- *THEY SHALL* submit an Annual Report detailing suggestions made through the year, including action and result arising.

PUBLIC RELATIONS

THE PUBLIC RELATIONS COMMITTEE shall develop a program, which will publicize the Institute, its Aims and Objects.

- *THEY SHALL* obtain the co-operation of Press, Radio and T.V. in the promotion of Institute activities;
- *THEY SHALL* file a monthly coverage of Branch activities with the National Secretary;
- *REPRESENT* the Institute in connection with projects sponsored by Industrial and community authorities and other technical societies;
- *THEY SHALL* submit an Annual Report detailing activities of the year and containing recommendations for future participation.

ARCHIVES

A BRANCH ARCHIVIST shall maintain a record of the Branch activities and achievements for posterity;

- *SUCH RECORD* shall be arranged in an entertaining and appealing form, tastefully bound and illustrated;
- *SUCH BRANCH* Biography shall be on display at special meetings of the Branch as may be decided.

VISITING

THE VISITING COMMITTEE shall visit the sick and bereaved, carrying the concern and sympathy of the Membership to those so involved.

- *THEY SHALL* dispatch cards of appropriate wording to those bereaved or ill or having illness in the family;
- *WHERE FUNCTIONS ACCOUNTS* (Social Funds) are used for floral tributes or used to convey the feelings of the Branch Membership, they *SHALL* arrange for same with due regard for procedures, etc., as established by the Branch;
- *THEY SHALL* report to each meeting of the Branch with names of those involved, and shall note the names of indisposed members as reported to the Meeting.

TELEPHONE

THE TELEPHONE COMMITTEE shall maintain a list of the Branch Membership complete with addresses and phone numbers; such shall be kept up-to-date through regular checking with the Branch Secretary;

- *THEY SHALL* maintain personnel of the Committee in such number as to provide a Member for each ten members of the Branch Membership;
- *THEY SHALL*, wherever possible, have a member in each plant in the area;
- *THEY SHALL* notify each member by phone as to regular or special meetings and of special events, two or three days in advance of such meeting or function;
- *THEY SHALL* submit an Annual Report outlining activities for the year along with recommendations and suggestions.

PHOTOGRAPHY

AN OFFICIAL PHOTOGRAPHER, if appointed, can be of considerable advantage to the Branch in covering events pictorially, providing interesting coverage and in enhancing the Branch records;

- *HE/SHE MAY* be commissioned to develop and maintain an album, which came, can be on display at Branch Meetings for the enjoyment of all; such a photo record of Branch affairs will also stimulate interest and lead to a better attendance;
- *THE EXPENSE* of supplies, properly considered, can return quite a dividend on the investment.

MEMBERSHIP

- THE MEMBERSHIP COMMITTEE shall include representation from as many plants as possible.
- *EACH MEMBER* of the Committee shall be thoroughly conversant with the Institute's *AIMS -OBJECTS AND PRINCIPLES OF OPERATION*;
 - *ORGANIZING THE MEMBERSHIP COMMITTEE* is a most challenging assignment and the Chairman will therefore be one of the ablest members of the Branch;
 - *THEY SHALL* hold *AN ANNUAL MEMBERSHIP PROMOTION MEETING IN NOVEMBER* and regular monthly meetings thereafter to co-ordinate individual effort and assess progress;
 - *THEY SHALL* develop a program which shall:-
 - 1. *PROVIDE* a selective listing of membership prospects;
 - 2. *PROVIDE* assessed points of value in obtaining the prospect's interest and list these categorically in a Membership Letter;
 - 3. *PROVIDE & OUTLINE* of contact procedure, which will be both positive and dignified;
 - 4. *PROVIDE* for proper and effective follow-up;
 - 5. *PROVIDE A QUOTA FOR THE YEAR* - *practical* and challenging.
 - *THEY SHALL* organize the *MEMBERSHIP POTENTIAL SURVEY* per guidelines provided;
 - *THEY SHALL* investigate and process *MEMBERSHIP APPLICATIONS*, ensuring that each applicant is worthy, and shall make their recommendations to the Branch Executive on each application;
 - *THEY SHALL* organize and carry out the contacting of Members with Dues outstanding as listed - *MAY-SEPTEMBER & DECEMBER*, toward keeping Write-offs to a minimum;
 - *THEY SHALL* submit an Annual Report detailing current Membership Standings, and covering the year's activities.

MEMBERSHIP LETTER DEVELOPMENT

THE MEMBERSHIP LETTER should be so written as to impress the prospect with opportunities presented through Membership in the Institute.

The Letter must provide information in some detail as to: -

- MEMBERSHIP:* Scope, geographically and as to the type of persons belonging.
- MEETINGS:* Number, where held and when, special features.
- SOCIAL FUNCTIONS:* Number and character.
- MEMBERSHIP SERVICES:* Educational Mailings, Placement Services, etc.
- PUBLIC RELATIONS – EDUCATIONAL:* Co-efforts of the Institute, Municipal, Federal, Provincial and Independent Educational Bodies.
- LEGISLATIVE:* *Liaison* with Government authorities and societies, influential in the Legislative field.

REDUCING THE WRITE-OFF - PREVENTIVE AND CORRECTIVE

1. *INVOLVE* as many members as possible in Committee and other activities.
An active member is an interested member and such are not usually listed among the Write-Offs.
2. *EACH OFFICER* and Committee Member must consider himself a member of the Warden's Committee, to welcome and make each feel wanted.
3. *UPON RECEIPT* of the Dues Outstanding Report, make immediate contact with each listed member, in a friendly interested manner.

THE AREA MEMBERSHIP CHAIRMAN shall encourage and assist Branches within his Area toward maintaining and improving their Branch status.

MEMBERSHIP POTENTIAL SURVEY PROGRAM

1. *THERE SHALL* be a *SUB-COMMITTEE* of the Membership Committee set up to obtain and catalogue pertinent data of engineers resident in the Area.
2. *SURVEY FORMS*, as available from Head Office upon request, will be used.
These provide for the recording of:
BranchEmployer
Date Class of Certificate
Name Position
Address Are you a member of the Institute
Phone Remarks
3. *THE SURVEY FORM* should be presented to each prospect in person, or preferably filled out by the person making the contact - *A WHOLESAL E DISTRIBUTION OF THE SUR VEY FORM IS NOT RECOMMENDED.*
4. *A FILE CARD* will be completed for each prospect from the Survey Form; typed and filed in a compact portable *TWO COMPARTMENT FILE* (divided as to Contacted and To Be Contacted).
5. *THE SURVEY FILE* will be made available to the Membership Committee in planning of contacts and interviews.

INTERVIEW & FOLLOW-UP

PERSONAL CONTACT IS THE ONLY CONSISTENT EFFECTIVE MEANS OF SIGNING-UP MEMBERS.

1. Select prospects knowledgeable and divide them into manageable monthly lists for Membership Letter Mailings. Potential members may also be invited to participate in Special Social Affairs. Plant Tours, Inter-Branch Visits and the like.
2. Effective follow-up must be SINCERE, ENTHUSIASTIC & DETAIL THE INSTITUTE'S AIMS, OBJECTS & PROGRAMS.
3. *THE NEW MEMBER*, and in fact all Members, must be made welcome at all meetings; sponsors have a particular responsibility in this regard.

WEBMASTER

There are no guidelines for this position. There is currently a National Webmaster and the Branch Webmaster would work with this person to develop and maintain a Branch Site. The Branch Site would be updated regularly with such information as the Branch Executive or Committee Chairpersons request or deem necessary. The time frame for changes should be deemed to be weekly or more often if necessary. The website should be utilized to show continual activity happening in the branch. This position could also fit in with the "Photographer" position.

INDUSTRY CURRICULUM

There problems with provincial examinations from time to time as well as with educational material. Having certain individuals in industry giving us feedback on these problems would be a way for us to show our desire to help solving some problems. Currently, the Fifth Class course as well as the Fifth Class ABSA examinations has a very real problem. True, so do other areas but Fifth Class is the "Basic Certificate of Qualification" (????) and as such should evaluate the examinee accordingly. Let's be as instrumental as we can in showing our desire to help all parties concerned.

STEAM LINES

Will be responsible for the final draft editing.

PRODUCTION

Will be responsible for the production of the issue. Will co-ordinate activities between various persons relative to page layout, advertising, formatting, etc.

ADVERTISING

Will be responsible for the collecting and tracking of advertiser monies and communicating with them regarding their preferences regarding colors, logos, etc. f

EDITOR

Will be responsible for the preliminary editing before submission to Production. May be required to edit content with input from original author.

DISTRIBUTOR

Will be responsible for the distribution of the finished issue. This will be mainly in electronic version(s) and will involve some hard copies via postal service. May also include a mailed hardcopy to advertisers.