

3.0 CHAPTER EXECUTIVE

3.1 Executive Committee

An elected committee of at least three members shall constitute the Executive Committee of the Chapter to which they belong.

All registered Certified Members in good standing of OACETT shall be eligible to hold office and vote at the Chapter level.

Typical elected positions may include:

1. Chapter Chair
2. Chapter Vice-Chair
3. Chapter Past- Chair
4. Secretary/Treasurer
5. College Liaison
6. Women in Technology (WIT) Chapter Representative
7. Chapter Executive Member

At the discretion of the Chair the Secretary/Treasurer position may be separated into two positions.

3.2 Chapter Chair

The Chapter Chair is a Certified Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed up to 5 consecutive terms.

As the senior volunteer within the Chapter, they are responsible for the orderly management of all functions within the Chapter. For this reason, they should be fully conversant with the Association's by-laws, policies, and administrative procedures that affect the operation of the Chapter.

The Chapter Chair must, by a combination of tact and persuasion, interest other Chapter members in the work necessary for an active and productive Chapter.

Upon assuming office, the new Chapter Chair must:

1. Meet with the outgoing Chapter Chair to ensure a continuity of operation is maintained.
2. Become apprised of any initiatives or programs, which have been created by the Chapter in the past so as to maintain a positive image of the Chapter for both members and the public in general.

3. Ensure that the Chapter's finances are in order and that all necessary banking records are up-to-date.
4. Ensure that all required documentation of the election of a new executive committee is promptly sent to the OACETT office, as well as the full contact information of all members of the new Chapter executive committee.
5. Set an inaugural meeting of the new executive committee to review all past Chapter activities and plan for the next year's program.

The Chapter Chair's ongoing duties include, but are not limited to:

1. Setting all regular and special Chapter meetings.
2. Presiding at all business meetings of the Chapter.
3. Ensuring that all necessary Chapter positions are filled by appropriately qualified volunteers.
4. Making routine checks on all work being done by members of the Chapter executive.
5. Ensuring that all required documentation with the OACETT office is submitted in a timely manner.
6. Initiating and maintaining contact with other similar organizations in the community, such as the PEO Chapter, and to represent the Chapter at all community functions when called upon.
7. Representing, either in person or through an appointed delegate, the Chapter at all chapter related meetings.
8. Ensuring appropriate liaison with the PASB Councillor.
9. Overseeing all publications and advertising done in the name of the Chapter.
10. Submitting a quarterly report of activities to the PASB Councillor.
11. Keeping the Chapter informed of any relevant activities, initiatives, or developments communicated to the Chapter from the OACETT office.

3.3 Chapter Vice-Chair

The Chapter Vice-Chair is a Certified Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed.

While not stipulated, in most cases, the Chapter Vice-Chair is an orientation position for a member who will succeed the present Chapter Chair or is the Immediate Past Chair.

While the Chapter Vice-Chair has no specific mandate, they will assist the Chapter Chair as needed, and may be delegated any of the duties described above for the Chapter Chair.

In the absence of the Chapter Chair for any function, the Vice-Chair will serve in their stead.

3.4 Chapter Past-Chair

The Past-Chair is a Certified Member in good standing who has acted as a Chair in the previous calendar year. This position can be acclaimed if taking on the role immediately following his/her term as Chair or elected by the Certified Members of their chapter if the previous Chair is not available. This role is for a one-year term of office, which may be renewed.

The Past-Chair main role is to provide mentorship and assistance to the incoming Chair in the performance of his/her duties. The Past-Chair's duties include but are not limited to:

1. Assisting the incoming Chapter Chair in the transition and orientation on his/her duties as Chapter Chair and providing information on Chapter resources, opportunities, and policies.
2. Offering information and guidance on recent decisions, plans and business of the Chapter to provide continuity, including assisting the Chair with Chapter Grant Forms.
3. Assisting the Chair and Vice-Chair with ongoing tasks if/when requested.
4. Help ensure smooth Chapter leadership transitions by participating in the recruitment and identification of future Chapter executives.

3.5 Secretary

The Chapter Secretary is a Certified or Associate Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed.

The Chapter Secretary's duties include, but are not limited to:

1. Maintaining the minute book of all meetings of the Chapter.
2. Recording the relevant proceedings of all Chapter meetings in the minute book and ensuring a copy of such minutes are sent promptly to the PASB Councillor and the Regional Secretary/Treasurer.
3. Updating of the chapter's web page information.
4. Ensuring that all required Chapter forms and documentation is sent to the OACETT office in a timely manner.
5. Maintaining a file of all current Chapter correspondence.
6. Maintain and update the Chapter's copy of the Chapter Operational Manual, as well as all other relevant administrative manuals and instructions.

7. Seeing that all address and membership information updates are communicated to the OACETT office in a timely manner.
8. Procuring all stationery and supplies, on behalf of the Chapter, from the OACETT office.
9. In consultation with the Chapter Chair, sending all notices of meetings and Chapter events.
10. Overseeing all activities connected with the Chapter's annual meeting and elections.

3.6 Treasurer

The Chapter Treasurer is a Certified or Associate member in good standing and is elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed.

If the position of Treasurer and Secretary are held concurrently, the position may be titled "Secretary/Treasurer".

In selecting a member to serve as Treasurer, the successful candidate should be competent in financial management.

The Chapter Treasurer's duties include, but are not limited to:

1. Maintaining all financial records of the Chapter.
2. Preparing and reporting on the Chapter's financial position when required by the Chapter executive.
3. Ensuring that all bills presented to the Chapter are promptly paid, upon presentation of appropriate invoices or receipts to substantiate the transaction.
4. Advising the Chapter executive of the financial impact and feasibility of undertaking any Chapter program or activity.
5. Ensuring that the Chapter's banking information is promptly updated upon a new executive assuming office.
6. Ensuring a copy of the Chapter's banking information is promptly sent to the PASB Councillor following a new executive assuming office, in addition to any change in the banking institution, which may be initiated by the Chapter executive.
7. Preparing the Chapter's annual financial return as well as the annual Chapter budget submission to the PASB Councillor.

3.7 College Liaison

The Chapter College Liaison is a Certified or Associate Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed. This position may also be by appointment by the Chapter Chair.

As liaison with the local campuses of all colleges/institutes/universities within the Chapter's area is of prime importance, especially considering that on-campus recruiting is the single most effective means of recruiting new members to the Association, at least one Chapter member should be designated with the responsibility of on-going Chapter/school communications.

When selecting a candidate for this important marketing role, sensitivity to this target audience's perceptions and values should be considered to ensure an appropriate "peer" role model is maintained.

e.g. A woman representative for a program with a high concentration of women students, similar in discipline or alumni affiliation to the majority of students, and of relative age to that of the students.

Wherever possible, the Chapter should endeavour to procure a dedicated bulletin board or display case on-campus in which relevant Association material may be constantly displayed.

The Chapter College Liaison's duties include, but are not limited to:

1. Co-ordinate with OACETT's college partnerships manager all college outreach activities.
2. Ensuring a notice of all upcoming relevant Chapter activities is posted and distributed to faculty and students at the local campus.
3. Maintaining (if applicable) the Chapter's bulletin board or display case on-campus.
4. Acting as the Chapter contact for any student engineering societies or clubs wishing to establish a formal on-going link with the Chapter.
5. Ensuring the appropriate faculty is aware of the annual Fletcher Foundation scholarships, as well as any Chapter academic awards, and to solicit appropriate nominations for such awards.

3.8 Women in Technology (WIT) Chapter Representative

A WIT Chapter Representative is a Certified or Associate Member in good standing, volunteering to sit on the Chapter Executive for a one-year term of office, which may be renewed.

The WIT Chapter Representative is the local representative reaching out to female OACETT members and non-members. The purpose is to engage them to become strong supporters of their professional association and to encourage women to consider careers as engineering technicians and technologists.

If the chapter is unable to secure a WIT female representative, it is acceptable to have a male representative fulfilling this role.

The WIT Chapter Representative will report to the local chapter chair.

The Chapter WIT representative's duties include, but are not limited to:

1. Operate as the local champion for WIT and encourage female members of the Association to get involved in their chapter.
2. Encourage women in junior and high schools to consider careers in engineering technology.
3. Plan, participate and attend events locally on behalf of OACETT and assist with activities and events directed from the Chapter Chair to support the chapter's mandate
4. Seek out and engage with women belonging to other technology-related associations, political and community organizations, to educate them on OACETT and career options available to women in engineering technology.
5. Prepare a financial budget and plan for WIT activities and present it to your Chapter Chair for discussion.
6. Speak or give presentations at local events; educating the public on the vital role women in technology play in advancing the industry, the benefits of a career in engineering technology and how certification enhances career options for women.
7. Provide written quarterly reports to the Chapter Chair on plans, activities, insights, suggestions and any issues.
8. Raise the profile of women working in applied science and engineering technology professions by connecting with young people and men and women working in the profession on OACETT's social media platforms, , Facebook and LinkedIn.

3.9 Chapter Executive Member

A Chapter Executive Member is a Certified or Associate Member, in good standing, volunteering to sit on the Chapter Executive for a one-year term of office, which may be renewed.

In contrast with the other executive positions, a Chapter Executive Member serves without a specific portfolio and may be assigned any necessary assignment, which will forward the goals and objectives of the Association and the Chapter.