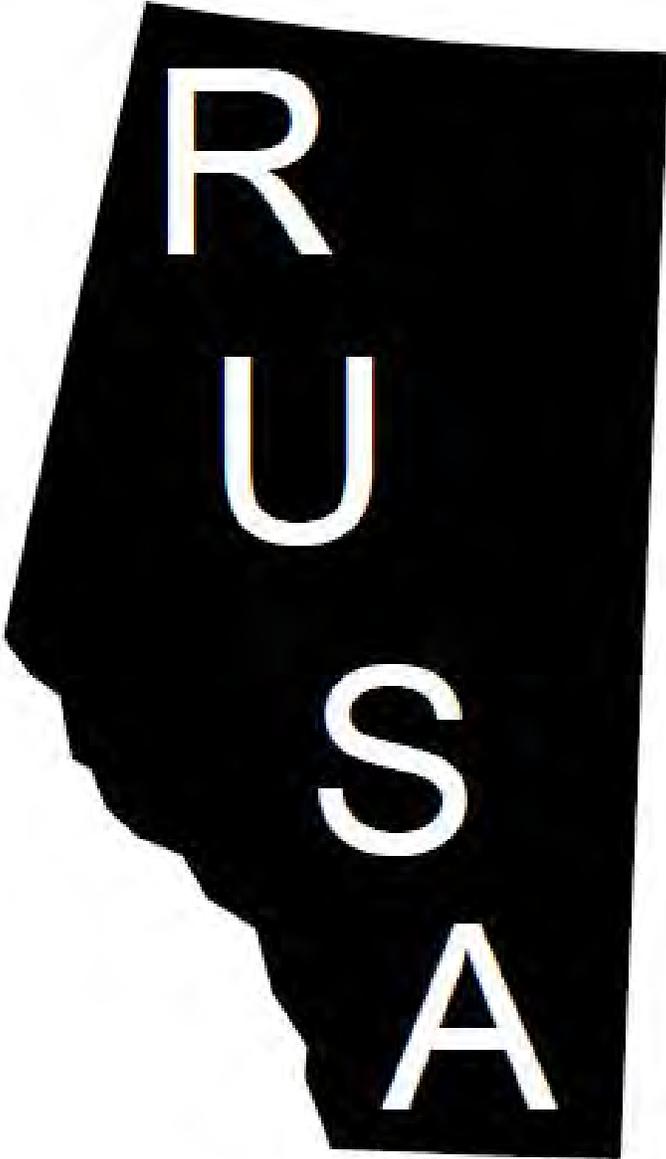


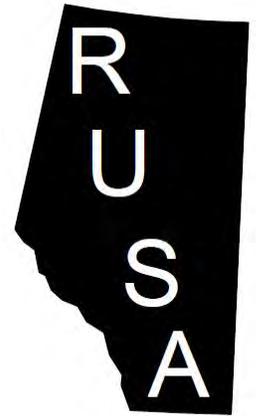
# Rural Utilities & Safety Association Policy & Procedure Manual



**REVISED – October 29, 2017**



# Rural Utilities & Safety Association



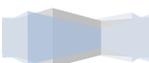
## Table of Contents

Introduction

Mission, Mandate, Structure and Focus, and Goals

Bylaw

1. Definitions
2. Membership
  - a) Rural Members
  - b) Associate Members
  - c) Honourary Members
  - d) Benefits
  - e) Meetings
  - f) Orientation
  - g) Suspension / Dismissal
3. Board
  - a) Objectives
  - b) Zones
    - Zone Meetings
  - c) Member
    - Election
    - Responsibilities
    - Term
    - Resignation
  - d) Term
  - e) Resignation
  - f) Executive
    - Election
    - Job Descriptions
    - Term
    - Resignation

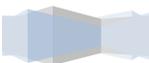


## **Table of Contents (continued)**

- g) Meetings
- h) Committees
- i) Orientation
- j) Financial Management
- k) Agreements
- 4. Contractors
  - a) Conference Coordinator
  - b) Trade Show Coordinator
  - c) Expenses
- 5. Conference
  - a) Facility
  - b) Trade Show
  - c) Sessions
  - d) Speakers
    - Master of Ceremonies
    - Welcome Address
    - Keynotes
  - e) Meals
  - f) Entertainment
- 6. Promotions
  - a) Awards
    - Long Service
    - Retirement
    - Charlie Davies
  - b) Display
  - c) Website
- 7. Policy Amendment
- 8. Record Keeping

Policies and Procedures

Appendices



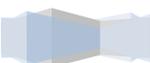
## **Introduction & Background**

The Rural Utilities & Safety Association (RUSA) was formerly the Association of Alberta Utilities Officers (AAUO), with its beginnings in 1973. The AAUO was a support group for “Local Utilities Officers who were hired to inspect and coordinate the installation of natural gas services in Rural Alberta.”

Up until 1982, the membership remained constant at some 60 to 65 members from Counties, Municipal Districts and Special Areas, representing “Rural Municipalities” only, as defined under the *Municipal Government Act*. In the years to follow, the duties of the Utilities Officer were expanded to the inspection and operations of all other utilities in a Municipal Authority’s boundaries.

In working with our neighbours in Towns, Villages and other small municipalities, it became evident that there were common duties and responsibilities. The directive for all was to ensure the safety of contractors, workers, and the general public at large and future generations who will work and live over, around or near utilities of all types.

On November 26, 1992, the Association made application under the *Society’s Act* to become the Rural Utilities & Safety Association, an incorporated Association under the laws of, and chiefly operating within, the province of Alberta.



## **Mission, Mandate, Structure and Focus, and Goals**

### Mission Statement –

The Rural Utilities & Safety Association will strive to represent and support the membership in areas of professional development, safety, uniform interpretation and application of appropriate legislation, to ensure that our members are competent to meet the needs of the communities they serve.

### Mandate –

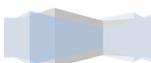
To ensure the safety of municipal workers, contractors, the general public and future generations when near any utility within a municipality.

### Structure and Focus –

The Association has membership criteria to include all levels of municipal government. Employees from these municipalities that coordinate or operate utilities, or safety personnel within these municipalities, will benefit from participation in this Association.

The Association actively focuses on partnering with the Alberta Municipal Health & Safety Association (AMHSA), and other relative partners, in order to fill the need in Rural Alberta for a safer workplace and, in the long term, to decrease costs of municipalities' WCB assessments.

The Association will strive to develop a strong and positive relationship with the Alberta Government's Partners in Injury Reduction (PIR), to ensure continued provision of current, required and recommended practices to the membership.



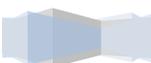
## **Mission, Mandate, Structure and Focus, and Goals (continued)**

### Goals –

The Rural Utilities & Safety Association has set a number of goals to ensure that our Mission, Mandate, Structure and Focus remain relative to our membership.

Goals are set out as follows:

- To ensure the long term viability of this Association;
- To ensure the professional development needs of the membership;
- To achieve professional recognition for the Association and its Members;
- To ensure that our Members are kept abreast of legislative, environmental and technological changes;
- To promote and create safety awareness of the Membership and the communities they serve;
- To ensure the Membership recognizes and responds to the ever-changing needs of the community; and
- To provide an environment for fraternal needs of the Membership and opportunities to network.

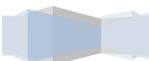


## Bylaw of the Rural Utilities & Safety Association

A Bylaw of the Rural Utilities & Safety Association in the Province of Alberta, for the purpose of establishing an organization to assist municipalities in ensuring the safety of municipal workers, contractors, the general public and future generations when near any utility within a municipality.

**SECTION 1. DEFINITIONS** - In this Bylaw, the following words and terms shall have the following meaning:

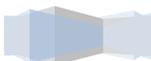
- a) “Annual General Meeting” shall mean the annual general meeting (AGM) of the members of the Association;
- b) “Associate Member” an employee who is not affiliated with a rural municipality, but not limited to a City, Summer Village, Town or Village;
- c) “Association” shall mean the Rural Utilities & Safety Association;
- d) “Board” shall mean those members of the Association duly elected at the Annual General Meeting, or as appointed by the Board to carry out the business of the Association;
- e) “Executive” shall mean a member with a rural municipality, elected by the Board to perform duties as determined through approved job descriptions;
- f) “Good Standing” shall mean a member whose membership fee has been paid and who is not otherwise disqualified from membership;
- g) “Member” shall mean an employee affiliated with a rural municipality whose membership is in Good Standing;
- h) “Membership” shall mean the Members in Good Standing as a whole;
- i) “Municipality / Municipalities” shall mean a City, County, Improvement District, Municipal District, Special Area, Summer Village, Town or Village;
- j) “Rural Municipality” shall mean any of the following municipalities: County, Improvement District, Municipal District, or Special Area; and



- k) “Zone” shall mean an area of the province of Alberta as shown on the map in Schedule “A”.

**SECTION 2. MEMBERSHIP** - There are various membership categories within the RUSA organization as follows:

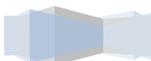
- a) Rural Member – obtained by any rural municipal employee in the province of Alberta. Annual membership is due upon conference registration, and cost of membership is set at Annual General Meetings.
- b) Associate Member – obtained by any person who does not meet the definition of Rural Member. They may be from urban municipalities, utility companies, safety associations, etc. Annual membership is due upon conference registration, and cost of membership is set at Annual General Meetings.
- c) Honourary Member– status as an Honourary Member may be granted to those individuals with long-time RUSA membership and / or exemplary service to the Utility or Safety aspect in the municipal sector. The RUSA Board will have the authority to determine Honourary Membership, and once bestowed, Honourary Membership is granted for life with the benefit of no annual fee.
- d) Benefits –
  - 1. Rural Member – eligible for membership rates for conference. Voting rights at Annual General Meeting for Association. Eligible for election to RUSA Board of Directors and Executive position. Annual membership gift at conference. Eligible for long service recognition. Eligible for special prize draws.
  - 2. Associate Member – eligible for membership rates for conference. Not eligible for election to any RUSA office. Do not hold voting rights at Annual General Meeting for Association. Eligible for long service and retirement recognition.
  - 3. Honourary Member – not eligible for election to any RUSA office. Do not hold voting rights at Annual General Meeting for Association. Eligible for long service and retirement recognition. Will not be charged an annual membership fee.



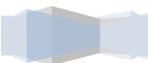
4. Membership in good standing, paid in full, is annual. Term is from start of annual conference and concludes before the beginning of the next conference.
- e) Meetings –
1. Annual General Meeting (AGM) – held in conjunction with annual conference. To review and / or set new bylaw, policy and review of financial status, set conference and AGM dates for the next year. All voting must be in person, as no proxy votes will be accepted. Notice of AGM shall be distributed no less than 21 days to the annual conference and subsequent AGM to all Members in Good Standing. Meeting minutes are approved at subsequent AGM.
  2. Special Meetings – through petition of one third of Members in Good Standing with the Association, a Special Meeting can be called and notice will be delivered by email with 10 days’ notice of meeting to all Members. Any petition set forth to the Board, must clearly state the reasons for the Special Meeting.
  3. Meeting Quorum – 25% of Membership in Good Standing is required for quorum at any Member meeting. One-third of those in attendance at any Member meeting are required for a motion to be carried.
  4. Minutes shall be recorded for all Membership meetings and Recording Secretary shall be appointed at time of meeting.
- f) Orientation – New Member to the Association will receive a Welcome Package that includes the current Bylaw, Board contact information, and Membership Benefits as outlined above.
- g) Suspension or Dismissal – The Board will consider concerns brought forward regarding a Member at any level, and further reserves the right to suspend or dismiss said Membership upon review. The individual in question will be notified, in writing, of suspension or dismissal.

**SECTION 3. BOARD** – Those Members of the Association duly elected at the Annual General Meeting, or as appointed by the Board to carry out the business of the Association with the following responsibilities:

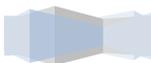
- a) Objectives –



1. To establish standards for the Members of the Association.
  2. Ensure bylaw(s), policies and procedures reflect the Mission, Mandate, Structure and Focus, and Goals of the Association.
  3. To be responsive to Association Membership needs.
  4. To support municipal entities where possible for the betterment of utilities and safety in the municipal sectors.
  5. To recognize the importance of the roles performed by Association Members.
- b) Zones – A total of eight (8) Zones have been identified and are detailed on the map contained in Schedule “A”.
- c) Member – The Board consists of Zone Directors nominated by their peers.
1. Election – nominees are put forth for consideration at the AGM by Members. When more than one (1) nomination is presented for an individual Zone, the election shall be held by ballot and the Member receiving the highest number of ballots shall be elected. Acclimation can occur where only one person has been nominated in a Zone. The rotation for election of Zone Directors, as of 2011, will be as follows:  
YEAR ONE: Zones 2, 4 & 5  
YEAR TWO: Zones 1, 3 & 8  
YEAR THREE: Zones 6 & 7
  2. Responsibility:
    - Members of the Board are to attend meetings as often as possible. Missing three (3) Board meetings in a row will necessitate a review of the Member’s standing at the Board Executive level.
    - Board Members will respect and maintain the confidentiality of Board business and decisions. No Member of the Board shall publish or cause to be made public, any matter whatsoever, connected with the Association unless the same is authorized by the Board.
    - Members of the Board are expected to contribute to the Mission, Mandate, Structure and Focus, and Goals of the Association. As an example, Board Members must participate in arranging conference activities, promotion, delegate engagement, etc.



- Zone Directors may, from time to time, host respective Zone meetings in person or via teleconference as deemed relevant. Meeting notes must be submitted to the Board within one (1) month of any Zone meeting hosted.
3. Schedule “C” contains a listing of current Board and Executive Members.
    - d) Term – As per rotation of election of Zone Directors outlined above in Section c) 1, or upon resignation and appointment of replacement.
    - e) Resignation – Shall be in writing to the Board Secretary and to include the effective date of resignation. The official resignation will be presented to the Board at the next Board meeting for acceptance. Upon the resignation of any long serving Board Member, the Board will consider a token of recognition on behalf of the Association in the amount set by the Board at that time.
    - f) Executive – A meeting of the Board shall be held within 48 hours of the AGM for the purpose of electing an Executive – President, Vice-President, Treasurer and Secretary. In addition to these positions, Committee appointments may be made. Honourariums for the positions of Treasurer and Secretary are to be determined at the same meeting.
      1. Election – nominees are put forth for consideration. Election is by majority, unless only one (1) individual is nominated for that Executive position, at which time they are acclaimed.
      2. Job Descriptions for each Executive position are as outlined in Schedule “B”.
      3. Term – Executive positions are held for one (1) year.
      4. Resignation – Shall be in writing to the Board Secretary and to include the effective date of resignation. The official resignation will be presented to the Board at the next Board meeting for acceptance.
    - g) Meetings –
      1. A Board meeting may be called at any time by the President or Vice-President, acting for the President, or a majority of Board Members by official notice to each Member. Such notice shall state date, time and place of said meeting and the business to be considered.



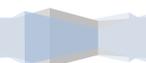
2. Board meetings shall be held a minimum of three (3) times per year in person or via teleconference, excluding the AGM.
  3. Where possible, Committee meetings shall be held in conjunction with set Board meetings.
  4. Additional Board meetings may be held, as required, in person or via teleconference.
  5. A quorum is established when a majority of the Board is present.
  6. The Chair of a meeting is entitled to vote only when the vote is by ballot or to break a tie vote.
- h) Committee – Where desirable, Committees shall be formed to assist in the Mission, Mandate and Goals of the Association.
1. A Conference Committee.
  2. A Membership Committee.
  3. A Communications Committee.
  4. Committee meetings may be held, as required, in person or via teleconference.
- i) Orientation – All new Board Members are to receive fellow Board Member contact information, a copy of the current Bylaw(s), Policies and Procedures, to familiarize themselves with the Association operations.
- j) Financial Management –
1. Borrowing Powers – The Board, on behalf of the Association, may borrow or raise funding for operations and special projects, as approved by the majority of the Board.
  2. Board Expenses – The Association will pay Board expenses of meals and accommodations for regular, committee and special meetings. All other expenses presented to the Board are authorized on a case-by-case basis only, and approved by the Board as a whole.
  3. Honourariums – The Board may set honourariums and expenses annually, at the first meeting after the AGM, for services rendered to the Association by the Treasurer and Secretary.
  4. Audited Financial Statements – The Board shall appoint an external accredited financial auditor to provide audited financial statements for the Association annually. The Audited Financial Statements shall be presented to the Association Membership at the AGM.



5. Promotional Items – The Board may approve the purchase of Association merchandise for distribution as Member gifts and at other promotional events.
  6. Membership – the Board shall review Association Membership fees annually.
  7. Budget – The Board shall review and adopt an annual budget for revenue and expenses for Board business and Association conference.
  8. Surplus – The Board shall review surplus monies to determine Reserve funding as future contingency. Where deemed necessary, Reserve funding shall be placed in interest bearing accounts for future planning.
- k) Agreements – Where deemed valuable, the Board may partner with external organizations to enhance the Association’s ability to provide benefits to its Membership.

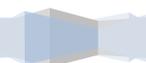
**SECTION 4. CONTRACTORS** – From time to time, it may be beneficial for the Association to hire Contractors to perform a range of duties outside of the scope of that of a Member, a Board Member, or a Member of the Executive.

- a) Conference Coordinator – The Board may determine that a contracted Conference Coordinator is beneficial to the Association and as such, has developed a Job Description for the position. See Schedule “D”.
- b) Trade Show Coordinator – The Board may determine that a contracted Trade Show Coordinator is beneficial to the Association and as such, has developed a Job Description for the position. See Schedule “D”.
- c) Expenses – Only Board-approved expenses of the Coordinators shall be reimbursed. Expenses not approved are those required for the general purpose of the business of performing the day-to-day tasks, such as: postage, mileage, office supplies and materials and sundry items. Travel costs, including mileage, accommodations and meals for all official RUSA meetings will be considered Board-approved expenses. Expenses that are outside of the scope outlined may be considered, and subsequently approved, on a case-by-case basis by the Board.



**SECTION 5. CONFERENCE** – The Association is engaged in the professional development of all Members, and as such will organize an annual conference for both educational purposes and networking amongst peers. The length of the annual conference shall be reviewed and determined by the Board annually to ensure that the conference and relating materials offered remains relevant and valuable to the Association’s Membership. Specialized conference sessions are encouraged prior to the start of the conference to assist Members to gain Continuing Educational Units for any professional designation they may hold. Board Members are required to be available to all delegates throughout the conference in its entirety. Annual conference requirements include, but are not limited to, the following:

- a) Facility – The conference placement shall be determined by the Board of Directors, and approved by the Membership at the AGM for future conference activities. Facility engagement shall be made through an agreement with the Association.
- b) Trade Show – The conference shall be held in conjunction with a vendor Trade Show to showcase tools of the trades in utilities, operations and safety. The Association will encourage other related organizations to be represented at the Trade Show. As an example: Alberta Worker’s Compensation Board; Alberta Labour; Occupational Health & Safety consulting firms; etc.
- c) Sessions – The conference shall promote education in the streams of utilities, operations and safety. As such, the Conference Committee will strive to engage pertinent and relevant sessions applicable to the demographics of the conference delegate.
- d) Speakers –
  - 1. Master of Ceremonies – A speaker shall be engaged to act as Master of Ceremonies for the conference, and may be a Zone Director, an Association Member or other party.
  - 2. Welcome Address – The Board President or designate shall speak as part of the welcoming address. The Association will encourage conference delegates and invited guests to participate in a moment of silence for those who have been lost to a workplace incident and

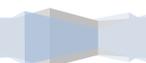


past Association Members. The Conference Committee shall engage the Alberta Government and other legislative bodies to be part of the conference opening ceremonies.

3. Keynotes – The Conference Committee shall strive to engage extraordinary speakers for specialized presentations for all conference delegates outside of session presentations.
- e) Meals – The Conference Committee shall make recommendations to the Board as to meal provisions for delegates for the duration of the conference and relevant pre-conference activities.
- f) Entertainment – The Conference Committee shall make recommendations to the Board as to delegate entertainment during the conference.

**SECTION 6. PROMOTIONS** – Promotion of the Association is beneficial and may become necessary from time to time, to encourage growth in the Association and its Membership, and should be made in as many forms as is available including, but not limited to, the following:

- a) Awards:
  1. Long Service – Recognition of lengthy Membership to the Association, Members will be given a token of for five (5), ten (10), fifteen (15), and twenty (20) years of Membership. A letter of commendation shall be forwarded to the municipal Council of those Members with twenty years of Membership as an accolade to their dedication to their profession.
  2. Extraordinary Service – The Association recognizes that within the Membership there are industry leaders showing their commitment to their peers, utilities, operations and safety. The Membership is encouraged to nominate these individuals on an annual basis to be awarded for their extraordinary service and become a recipient of the Charlie Davies Award. The Board may, from time to time, choose to select an individual to be awarded the Charlie Davies Award when no nominations have been put forth by the Membership.
- b) Display – The Association may have display materials that can be made available to promote the Association at other events deemed



appropriate by the Board to support the Association and its Membership.

- c) Website – The Association may deem a dedicated website for the promotion of the Association, the annual conference, relevant industry material and other purposes. Management of the website may be made through agreement, contract or internal means.
- d) Other – The Association may determine the need to access other media sources for promotional purposes, such as Twitter, Facebook and other available platforms from time to time.

**7. POLICY AMENDMENT** – The Board may approve amendments to the Association policies and procedures as required to ensure that the organization maintains the Mission, Mandate, Structure and Focus, and Goals, based on legislation, governance and Member needs. Amendments are deemed approved upon quorum and majority voting of the Board.

Where deemed necessary, the Board may make recommendation to the Membership that a review, amendments, and update to the Association Bylaw be made as follows:

- 1. Notice of Motion shall be given by submitting a draft of the proposed amendment to the Secretary at least five (5) weeks prior to the date of the AGM, and the Secretary shall duly notify each Member of the proposed amendment three (3) weeks prior to the date of the AGM.
- 2. A minimum of 25% of the Membership constitutes a quorum at the AGM.
- 3. A majority of no less than one-third of the Members present shall be required to carry any motion to amend.

**8. RECORD KEEPING** - The Association will keep records as outlined below:

- 1. Minutes – Are deemed a permanent record. Disposal shall only occur upon dissolution of the Association as required through the *Societies Act* in the province of Alberta.
- 2. Financial Records – Are deemed transitional and are to be disposed of after seven (7) years.



3. Correspondence – Is deemed transitory and is to be disposed of after three (3) years.
4. Record Disposal – Shall be completed annually through a professional shredding company at the expense of the Association and as such, to be budgeted accordingly.



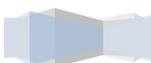
## **APPENDIX I**

### **APPLICATION UNDER THE SOCIETIES ACT**

We, the undersigned, hereby declare that we desire to form a Society under the *Societies Act*, and that:

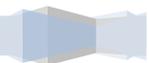
1. The Name of the Society is the “Rural Utilities & Safety Association”.
2. The objective of the Association shall be:
  - a) To work in conjunction with any and all other organization having for its objective the betterment of rural utilities and safety.
  - b) To protect the interests of the Councils of the various municipalities and public by insisting on a proper educational standard for all its members and a high degree of honour and efficiency.
  - c) To mutually assist each other in standardizing the work methods, and forms used, and in solving questions arising from administration of the various *Acts* now in force, or which may hereafter be enacted, dealing with rural activities and safety in the province.
  - d) To obtain recognition of the importance and the responsibility of the work, and to protect the members of the Association in carrying out their duties in accordance with the law and the dictates of honour and integrity.
  - e) Generally to promote the welfare of its members by participating in any scheme or undertaking considered beneficial to the advancement of its members and the Association.
  - f) To incorporate the Association under the laws of the Province of Alberta.
3. The operations of the Society are to be chiefly carried on in the Province of Alberta.

**Dated the 26<sup>th</sup> Day of November A.D. 1992.**



## SCHEDULE "A" – ZONE MAP

**See Following Page**



## **SCHEDULE “B” – EXECUTIVE DUTIES**

The duties of the Executive positions shall be as follows for the President, Vice-President, Treasurer and Secretary:

President –

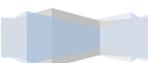
1. The President will call and chair a minimum of three (3) meetings of the Association Board.
2. The President will provide direction for the preparation of the agenda for meetings of the Association Board, the Association Conference Committee, and the Annual General Meeting.
3. The President will be a member of all Association Committees.
4. The President will be a signing officer for correspondence, financial accounts and legal documents approved by the Association and the Board.
5. The President will be the Association’s first contact for all internal and external functions.

Vice-President –

1. The Vice-President will assume the duties of the President in the event the President being ill or absent.
2. The Vice-President will have signing authority for correspondence, financial accounts, and legal documents approved by the Association and the Board when assuming the duties of the President.
3. The Vice-President will be responsible for the storage and presentation of the Association promotional material, or will appoint another individual to carry out this duty.

Treasurer –

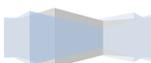
1. The Treasurer will be appointed by the Association Board on the occasion of every Annual General Meeting.
2. The Treasurer will be responsible for financial operations of the Board and the Association.
3. The Treasurer will provide, at a minimum, quarterly reports as to the financial status of the Association.
4. The Treasurer will provide financial information upon the request of the Board.



5. The Treasurer will maintain day-to-day bookkeeping responsibilities of the financial status of the Association.
6. The Treasurer will provide the information necessary for the Board to properly budget the Association's work with the annual conference, and any other ventures, as approved by the Board and the Membership.
7. The Treasurer shall have custody of the seal of the Association. This seal, whenever used, shall be authenticated by the signature of the Treasurer and the President, or in the case of death or inability of either, by the Vice-President.
8. The Treasurer shall properly account for the funds of the Association and shall present a statement to the Annual General Meeting duly inspected by the person or persons appointed by the Membership.
9. The Treasurer, or designate of the Board, will maintain a current Membership list of the Association.
10. The Treasurer will be the Association's historian and maintain dates with respect to length of service awards for the Association.
11. The Treasurer will be responsible for providing the financial supporting documents to a Board approved Accountant for the purposes of ensuring the Association is performing its financial responsibilities as required by law.
12. The Treasurer will send an edited copy of Association Board meeting minutes and financial reports to Alberta Consumer and Corporate Affairs corporate registries as required of the Association as a society.

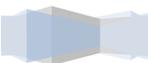
#### Secretary –

1. The Secretary will be responsible for all Association correspondence and the minutes of all Association Board meetings and the Annual General Meeting.
2. The Secretary will maintain updates of the Association Policy and Procedures Manual.
3. The Secretary will be responsible for minutes of all Association Committee meeting.

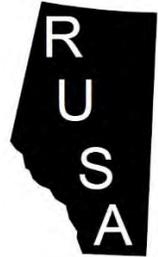


## **SCHEDULE “C” – FEES**

1. Membership Fees of the Association:
  - Rural Membership - \$100.00,
  - Association Membership - \$100.00,
  - Honourary Membership - \$0 and are considered lifetime Members.
2. Financial Operations of the Association:
  - Treasurer Honourarium is set at \$500.00 and is reviewed and approved at the first Board meeting after the AGM,
  - Secretary Honourarium is set at \$500.00 and is reviewed and approved at the first Board meeting after the AGM,
  - Conference Coordinator is set at up to \$5,000.00,
  - Trade Show Coordinator is set at up to \$5,000.00.
3. Conference / Workshop / Training fees are directly related to conference costs.
4. Get Well wishes up to \$50.00.
5. Expressions of Sympathy up to \$50.00.



## SCHEDULE “D” – CONTRACT JOB DESCRIPTIONS



**JOB DESCRIPTION:** Conference Coordinator

**REPORTS TO:** RUSA Board of Directors  
RUSA Conference Committee

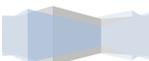
**WAGE:** Range: \$4,000.00 to \$5,000.00  
Plus Board approved expenses

### PURPOSE OF POSITION:

The Conference Coordinator is a paid contracted position to the RUSA Board, and is deemed responsible for the coordinating of the annual Health, Safety and Utility conference hosted jointly by RUSA and AMHSA at the direction of the RUSA Board and/or RUSA Conference Committee.

### DUTIES:

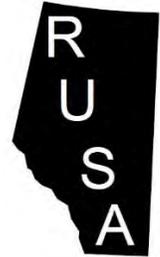
- Make all necessary arrangements with the host hotel with regards to the following:
  - a) session rooms, with special attention paid to ensuring the appropriate size for the number of delegates attending the sessions;
  - b) session room set-up (to include drinking water, chairs, tables, podium, presentation equipment, etc.);
  - c) Board meeting room for conference only;
  - d) coffee stations;
  - e) audio / visual equipment;
  - f) block of rooms for delegates;
  - g) all meal plans for breakfast, lunch, etc.; and
  - h) be the direct liaison between the hotel and the Board / Conference Committee members,
- Provide a copy of the hotel agreement to the Board for approval and to the Committee for review prior to the agreement being signed (agreement to be signed by the Board President),
- Manage RUSA memberships,
- Collect and manage delegate conference registrations,
- Respond to conference inquiries in a timely fashion,
- Provide situational reports for every Board and Conference Committee meetings, these reports shall include the following:



- a) running total of paid memberships;
  - b) running total of delegate registrations;
  - c) status of hotel arrangements;
  - d) Costs of conference needs – session rooms, meals, audio / visual equipment, coffee supplies and other miscellaneous expenses;
  - e) Provide comparison reports based on previous years' conferences to current year as to number of memberships, number of registrations, costs for needs at the hotel, etc. These monthly reports are required for the Board and the Committee respectively to make sound and knowledgeable decisions regarding same; and
  - f) Provide status updates for all applications regarding Continuing Education Units,
- For Year-End purposes, the deadline for all reconciled receipts and invoices/expenditures shall be December 20 annually to the Treasurer for processing,
  - Reconcile registrations and payments for delegates attending the conference,
  - Provide, or make arrangements for, support at the conference Registration Desk at all times during the Conference,
  - Seek sponsorships for the Conference,
  - Assist with sessions and pre-conference training planning,
  - Complete, in a timely fashion, all application processes required for Continuing Educations Units with the Alberta Government on an annual basis,
  - Act as the liaison for between the Board and the Committee and the Alberta Government with regards to Continuing Education Units,
  - Provide status updates for all applications regarding Continuing Education Credits,
  - Must attend all Conference Committee meetings. In the event the Conference Coordinator is unable to attend a meeting, detailed reports as outlined above are to be provided for presentation to the Committee and where required, the Board,
  - Other miscellaneous duties may be assigned by the Board and/or the Committee.



## SCHEDULE "D" – CONTRACT JOB DESCRIPTIONS (Continued)



**JOB DESCRIPTION:** Trade Show Coordinator

**REPORTS TO:** RUSA Board of Directors  
RUSA Conference Committee

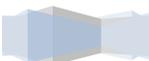
**WAGE:** Range: \$4,000.00 to \$5,000.00  
Plus Board approved expenses

### PURPOSE OF POSITION:

The Trade Show Coordinator is a paid contracted position to the RUSA Board, and is deemed responsible for the coordinating of the Trade Show that forms part of the annual Health, Safety and Utility conference hosted jointly by RUSA and AMHSA at the direction of the RUSA Board and/or RUSA Conference Committee.

### DUTIES:

- Make all necessary arrangements with the host hotel with regards to the following:
  - i) space to host the Trade Show;
  - j) tables and chairs;
  - k) table coverings and curtains;
  - l) times for set and take down; and
  - m) reception,
- Collect and manage Trade Show vendor registrations,
- Respond to Trade Show inquiries in a timely fashion,
- Provide situational reports for every Board and Conference Committee meetings, these reports shall include the following:
  - g) running total of paid registrations;
  - h) running total of extra luncheon tickets;
  - i) status of hotel arrangements;
  - j) costs of Trade Show needs; and
  - k) provide comparison reports based on previous years' Trade Shows to current year as to number of registrations, costs for needs at the hotel, etc. These reports are required for the Board and the Committee respectively to make sound and knowledgeable decisions regarding same,



- For Year-End purposes, the deadline for all reconciled receipts and invoices/expenditures shall be December 20 annually to the Treasurer for processing,
- Reconcile registrations and payments for vendors for the Trade Show,
- Promote the Trade Show,
- Seek sponsorships for the Trade Show and the Conference,
- Assist with sessions and pre-conference training planning,
- Act as the liaison between the vendors and the hotel,
- Act as the liaison between the vendors and the Conference Committee,
- Work with Board Secretary for updates to the RUSA website,
- Must attend all Conference Committee meetings. In the event the Trade Show Coordinator is unable to attend a meeting, detailed reports as outlined in the documents are to be provided for presentation to the Committee and where required, the Board,
- Other miscellaneous duties may be assigned by the Board and/or the Committee.

