

ECAA Provincial Associates Member Committee - Terms of Reference

General Purpose

The Associate Liaison Committee is an ad hoc committee reporting to the Provincial Board through its Chairperson. The Chair shall be appointed by the President, with representation of an associate member from each of the Chapter Boards to serve as a liaison.

Objectives:

Recommends to the Board strategies and actions to strengthen the relationship and understanding between the Contractor and Associate members including but not limited to:

- To increase the communication to associates of the “value proposition” as related to their membership and participation within the ECAA.
- To enhance feedback from associate members in areas of their expertise on topics that are at the Board level, which may directly or indirectly involve / affect the industry.
- To table benefits to the promotion of the ECAA programs (such as Masters, PEC, etc.) to our mutual customer base.
- To establish fair and equitable fee structures for our Associate members.

Duties/Assignments:

- Consult with the present Associate membership as to the strengths and weaknesses (whether real or perceived) of the ECAA.
- Review the perception of each associates “value” in their membership.
- Provide periodic reports to the ECAA Provincial Board to retain a close understanding in communication between contractors and Associates.
- To review associate membership obligations and services and submit recommendations as required.
- To identify prospective members by geographic region to determine potential contribution to the association.
- To have representation of an associate member on each of the Chapter Boards to serve as liaison.
- To canvas associate members to identify level of satisfactions and possible solutions for areas to be improved.
- To identify meaningful ways for associate members to participate and contribute to the association and its activities.
- To prepare an annual operating plan including a budget
- To prepare and present a written report for each Board meeting related to progress towards stated goals and objectives (and budget spent).
- To prepare and present an Associate Member committee report at the Annual General meeting.

Expenses

Reasonable travel and accommodation expenses incurred in the conduct of the Committee’s Objectives stated above to be reimbursed by the ECAA in accordance with established policies.

Tenure

The term of appointment for all committee members shall be a minimum of one year.