

DRAFT COTAPSA COMMITTEE Work Plans

Date Provided: Jan 2018
Submitted by: ED
To: Board

Committee	Responsibility		Plan	Lead
<p>Board of Directors 6.10 ... shall constitute the governing body of the Association, & as such, has ultimate authority and a fiduciary obligation to make decisions on behalf of & in the best interests of the Association & its Members.</p>	<p>ED to Meet bi-monthly with President to: discuss/plan Exec/Board agenda</p>	<p>10 meetings per year</p>	<p>1) Ensure goals/objectives of committees are in place by month #2 (Feb/March) of the Board's year.</p> <p>2) During January and February develop Work Plans for:</p> <ul style="list-style-type: none"> • Board committee • COTAPSA 	<p>Chair – President</p> <p>ED has administrative responsibilities</p> <p>EA/Secretary have reporting responsibilities</p>
<p>Executive 10.02 ... consists of the Officers of the Association. The Exec shall have the powers, authority, & responsibility of the Board, & shall act in place of the Board as is required. Quorum for the Exec is the majority of the Officers. The Exec shall meet, as required, for the purpose of carrying out ongoing Board business</p>		<p>10+ meetings per year</p>	<p>Deals with in camera items</p> <p>1) Member issues 2) Personnel issues</p> <p>2018 – no longer separate meeting -- to be held prior to monthly Board meetings</p>	<p>Chair – President</p>
<p>Governance 10.05 ... shall be responsible for any matters of a legal or regulatory nature affecting the Association including issues relating to the Constitution,</p>				<p>Chair – Executive Director</p>

rules of order, by-laws or rules or regulations.				
	Bylaws		<p>July- Planning Session per year</p> <p>Amendments - Deliver to Board in Sept for consideration in Oct – go forward November - To members in Dec for approval at AGM</p> <p>2018 - Title of the Secretary to Recording Secretary</p>	
	Minutes		Monitor and edit all minutes attributed to COTAPSA	
	Elections		<p>Staff -- AGM mailing to members announcing date of AGM, meeting agenda, bylaw change/amendment notifications, Board nominations/election forms, election return date, proxy information & forms, registration</p> <p>2018 - Nominations process revised as per issue of members knowing if colleagues are members</p>	Working with CRO on nominations process
	Policy		<p>As required devised to set directions for staff, board or members</p> <p>Review over summer months to see if anything requires amending</p>	
	Board Orientation		Packages to be readied by AGM for first Board meeting following it -- New policies, bylaws etc	
	Succession		In November need to know who on	

	Planning		Board is returning Develop outreach to Directors to move forward as Officers 2018 – Second <i>call for nominations</i> (Mid Dec) to be included with Communications Committee Plan – 2018 – video vignette as to Board members - why you should join Board and join COTAPSA on website	Work with Com. committee
	Incorporation		Yearly - Documents requiring signature for Officers and Board in accordance with Incorporations Act	
Communication 10.06 ... shall be responsible for the: website, membership recruitment , the publication of all notices, by-laws, newsletters and other items as directed by the President or designate for maintaining the Membership rolls.	**Recruitment has been removed & now is with the Chair of Member Recruitment			Secretary
	Bulletins/ Communiques		Ensure number of member social media and email contacts is well separated so that the reader is not snowed under – Timing of releases important	Working with other Chairs
	Newsletter		Late Fall – slate dates for upcoming year newsletters – 4 per year	
	Social Media	FB LinkedIn Twitter Website	2018 – monies for student – hired 2018 – Social Media lunch and learn 2018 – Protocol for taping vignettes	

<p>Political Action Committee (PAC) 10.07 ... shall be responsible for all City Council & government relations work.</p>				<p>Co-Chair – President & ED First VP Closed Committee –</p>
	ANUMMO		<p>2018 – Plan to move forward? How and when? 2018 – COTAPSA member education</p>	
	All Government Relations		<p>Surveys as required 2018 Follow up Survey as to Perf Plan</p>	
	Issue Management/ Monitoring			
	Media/PR			<p>ONLY President and ED</p>
	Councillor/City Management Outreach		<p>2018 Elections Strategy 2019 Labour Disruption Plan (SHRC) 2019 Budget Deputation</p>	
<p>Member Services 10.03 ... shall be responsible for representing the interests of the Members during any meetings with the City for the purpose of obtaining an agreement between the City and the Association containing terms and conditions of employment or the rights, privileges or duties of the City, the Association, or the Members.</p>				<p>Chair 2nd VP</p>
	Workshops Lunch/Learns		<p>2018 sessions New Sessions</p>	

			2018 – Member Feedback	
	Member Issue Management		As per ED lead	
	AGM		Board set AGM date(s) Staff advise all parties such as auditor and benefit partners so they can book Speaker and back up speaker booked for AGM Book meeting room at City Hall for AGM Work with Communications and Secretary	With President/ED/EA
			2018 – follow up survey as to member services – what do members need and want	With ED/EA
Member Recruitment/ Renewal/Benefits				Chair – 1 st VP
	Testimonials		Quarterly 2018 – exit survey to be provided to members once they have finished with this service – in survey is testimonial	Work with HRSO
	Incentives	Venngo	Monthly Monitor 2018 - Decision to renew Sept 2018	Work with EA
		Econ. Select	Monitor Yearly	Work with ED
	Renewal		Monitor why members are leaving – retirement etc. Monitor with EA – members signing 5 year agreement leaving	
	Recruitment Drive - 5 month winter to spring program		Feb to June - yearly	
	Fall mini Drive		Oct/Nov	

Audit/Financial Management 10.04 ... shall be chaired by the Treasurer & shall be responsible for the budget, investments, & dues & for arranging auditing procedures.				Chair Treasurer Members EXEC Committee
	Budget		June - Call for new projects/budget items from all committees Sept – Board Approval of Budget 2018 – staff to ensure PP are completed by August and rates reported to Budget Committee Chair	
	Investments		Monitoring of Investments with the EA 2018 – Quarterly report to Exec re: investments	
	Dues		Changes to made at AGM if required	
	Audit		Year-end Sept 30 Audit complete by Nov Audit report to Committee by Nov Audit Report to Board by Nov	
	Banking/ Corporate Insurances		February after Election of Officers Signing Authority changes submitted to Credit Union	
OTHER COMMITTEES				
City HR	Governed by the new Relationship Protocol	Meets 6 times yearly	Monitors that the Relationship Protocol is being followed Big Picture items SHRC to report to Board as meetings occur (will provide minutes) 2018 – ensure that the protocol as established is being followed not only by/with City HR but all Divisions	Chair - SHRC Membership - ED & 1 st VP Will work with Communications and PAC chair as

			Any questions regarding it to be brought forward (i.e. does it govern relationship wit TO Human Rights office)	required for bulletins etc.
COTAPSA Operations HR		As required	As required during hiring process	Lead is ED 2018 – 1 st VP
IT	Development of IT services as per needs of COTASA	As needed		Lead Fabio Biancolin EA to staff ED as required
Frontline Employee Engagement			2018 – new committee – allow the association to connect with members who are in front line	Lead – John Volk