

## **Codify Existing Member-at-large roles**

**Whereas** the role and activities of the Regional Director as listed in the By-Laws were reviewed for accuracy and completeness.

**Whereas** it is recognized that some of the roles and activities were listed in the written paragraph and others were listed in bullets with no reason apparent for the separation and where this may lead to confusion.

**Whereas** there is mention in the by-laws of a quarterly report with no context or definition and no mention of current regular reporting to the Regional Executive.

**Whereas** there is a reference to a Regional Director role listed in 6.8.2 Chair to assist the Chair with the Regional Executive meeting agendas but that role is not listed the role of the 6.8.1 Regional Director.

**Whereas** there is no indentation on the bullets as per the numbering convention elsewhere in the by-laws.

**Be it resolved that** BY-LAW 6.8.1 will be modified to (a) move the functions from the initial paragraph into the bulleted list of roles and responsibilities as bullets 8, 9, and 10 and then remove such wording from that initial paragraph; (b) add reference to assistance with agenda role listed in 6.8.2 – Chair; (c) correct to conventional layout by indenting the bullets; and (d) remove the quarterly report and replace with regular reporting to the Regional Executive.

**Composition:** 6.8.1 - DIRECTOR The Director is responsible for the overall function of the Region and its constituent bodies, including further development of Institute structure in the Region. The Director shall uphold the Region's By-Laws and ensure decisions made at the Regional Council are acknowledged and followed up to determine whether they can be implemented. The Director shall be an ex-officio member of all Committees of the Regional Executive **and assist in the preparation of the Executive meeting agendas.** ~~Other functions include, but are not limited to, preparing a quarterly report, representing the interests of the Institute to members in the Region, reporting to Regional Council on the activities of the Executive and on current business of the Board.~~

Director: The roles and responsibilities of the Regional Director, in addition to the responsibility under the Canada Corporation Act, include:

1. Speaking on behalf of the Institute on Regional issues as authorized by the National President;
2. Coordinating the Regional Stewards Council and the Regional Council, in consultation with the Executive and Institute staff;
3. Participating, as required, on Standing Committees and Ad Hoc Committees as established by the Board;
4. Submitting, in a timely fashion, a written report to the Board on the activities performed in the Region, as well as on discussions and motions resulting from the Executive meetings, Regional Stewards Council and Regional Council meetings, which report shall be distributed to all members in the Region;

5. Preparing a newsletter (at least twice a year) to the members of the Region;
6. Promoting work site visits, the creation of Branches and Sub-Groups where appropriate, and the recruitment of Stewards, in cooperation with their Executives and Institute staff; and
7. Promoting Regional Consultation with Departments and separate employers in accordance with the Institute's policy on consultation committees;
- 8. Representing the interests of the Institute to members in the Region;**
- 9. Reporting to Regional Council on the activities of the Executive and on current business of the Board; and**
- 10. Report to the Regional Executive on a regular basis.**