



NCLGA POLICIES

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1.0 MEMBERSHIP CRITERIA

Pursuant to section 2(3) of the Bylaws, the criteria established by the Board of Directors for other local governments to be eligible for membership are:

- (a) elected representation;
- (b) ability to tax;
- (c) ability to exercise regulatory power or provide local services

2.0 COMMUNICATION AND MEDIA RELATIONS

(1) PURPOSE

This policy is to establish guidelines for the North Central Local Government Association (“NCLGA” or the “Association”) for communications by the NCLGA, including the release of information about the Association to the general public, members, other levels of governance, media, potential investors, and other stakeholders.

(2) SCOPE

This policy applies to all NCLGA members and staff with respect to all information (general or confidential) in whatever form or means, regarding the information that is shared between staff, Community members, the Board of Directors, and other parties.

(3) OBJECTIVES

- (a) ensure information is disclosed in a timely, consistent, and appropriate manner;
- (b) provide guidelines for the broad dissemination of information;
- (c) prevent the improper use or premature disclosure of confidential information;
- (d) provide direction for all NCLGA personnel in the appropriate treatment of confidential, general and routine NCLGA information; and
- (e) outline the communications duties and requirements of all Board members when representing the NCLGA.

(4) DEFINITIONS

- (a) **NCLGA Personnel** – any person employed by the NCLGA.
- (b) **NCLGA Board Members** – any person elected or appointed to the board.
- (c) **Confidential Information** – information not widely disseminated within or external to the Association which, if disclosed, would be unduly detrimental to the NCLGA’s interests. For example, immediate disclosure might interfere with the NCLGA’s pursuit of a specific objective or strategy, with ongoing negotiations, or with its ability to complete a transaction.
- (d) **Selective Disclosure** – disclosure of confidential information to one or more individuals or companies and not broadly to the general public or membership.

(5) DISCLOSURE OF INFORMATION

The NCLGA is committed to timely, accurate, and complete disclosure of information in an appropriate manner. The NCLGA recognizes that it must meet the disclosure expectations of the membership. In the normal course of business, the Board will make all financial information available through annual financial statements, annual reports, and news releases. Thus, up to such time as it is broadly disclosed to the general public and membership, this information will be considered confidential.

- (a) Confidential information of the NCLGA is subject to strict confidentiality restrictions, and care must be taken to ensure the information is used only to further the approved business purposes of the NCLGA.

- (b) Access to confidential information is restricted to authorized persons who should be aware of their confidentiality obligations. Wherever practical, confidential information should:
 - (i) be identified as such;
 - (ii) be removed promptly from meeting rooms at the conclusion of meetings;
 - (iii) not be discussed in places where the discussion may be overheard; and
 - (iv) not be copied unnecessarily or discarded where others can easily retrieve it.
- (c) The President is the official spokesperson of the NCLGA. All news media requests should be directed to the President. No other Board members shall speak on behalf of the association unless authorized by the President and/or the Board. Senior staff may make public comments that are pursuant to their official job description (Appendix C) or to clarify Board policies and/or direction. The NCLGA's Constitutions and Bylaws do not mandate the Board to act or comment on issues that have not been presented to the general membership for consideration.
- (d) Information that affects or reflects the entire region; must be vetted through the Board and have a majority approval. Release of majority approval would have tagline "approved by majority vote of the NCLGA Board".

3.0

(1) **MEDIA RELATIONS, DESIGNATED SPOKESPERSON(S), AND PUBLIC COMMENTS**

(a) MEDIA RELATIONS

All media relations activities are to be coordinated by senior staff. Unless otherwise authorized by the Executive Director or a designated Communications Officer, media relations activities and media interviews are restricted to the President; the Executive Director; and the Communications Officer, with preference given to the President whenever possible.

From time-to-time, Board members and/or other subject-matter experts may be called upon to speak to the media regarding specific areas of responsibility or subject matter. These opportunities will be pre-arranged in consultation with the Executive Director or Communications Officer.

NCLGA personnel who are not authorized to serve as spokespersons will not respond on behalf of the NCLGA to any enquiry from, or initiate communication with, the media. All media enquiries must be referred to senior staff as soon as possible for follow up by a designated spokesperson.

Unless in conflict with the business requirements of the Board, media deadlines are to be respected wherever possible.

(b) ROLES AND RESPONSIBILITIES OF THE DESIGNATED SPOKESPERSON

The designated spokesperson has a duty to speak truthfully and openly to the best of his/her knowledge regarding the NCLGA, subject to the disclosure restrictions as discussed in the previous section.

(c) PUBLIC COMMENTS

NCLGA personnel who are invited to make speeches or presentations on behalf of the NCLGA to industry groups, conferences, or public meetings, as a part of their normal area of responsibility, should receive the approval of the Executive Director or Communications Officer prior to accepting such invitations. Should such an opportunity be pursued, the roles and responsibilities of the designated spokesperson stipulated above will apply.

Invitation approval does not apply to regular communications duties as a member municipality of a local government.

(d) PUBLIC STATEMENTS OF PERSONAL OPINION

NCLGA personnel should refrain from making public statements of personal opinion regarding the Association and from presenting a personal opinion regarding NCLGA as a fact.

(e) DUTY OF LOYALTY

Common law imposes on all employees the fiduciary duties of confidentiality and loyalty to one's employer, obligating employees not to compete with their employer, and prohibiting them from disclosing or using their employer's confidential information to the employer's detriment.

In the broadest sense, the NCLGA extends this responsibility to each and every person employed by the Association, including Board Members, and requires all employees to act with good faith, honesty, and loyalty, and to avoid placing their own personal interests above those of the NCLGA.

(2) RELEASE OF INFORMATION

(a) PRINCIPLES OF MATERIAL INFORMATION DISCLOSURE

When releasing material information, the Board will adhere to the following:

- (i) disclosure must include any information the omission of which would make the rest of the disclosure misleading (half-truths can be misleading);
- (ii) unfavourable material information must be disclosed as promptly and completely as favourable information;
- (iii) no selective disclosure. Confidential material information must not be disclosed to selected individuals (for example, in an interview with an analyst or in a telephone conversation with a industry representative); and
- (iv) disclosure must be corrected if the Association subsequently learns that earlier disclosure by the Board contained a material error at the time it was given.

(b) UNINTENTIONAL SELECTIVE DISCLOSURE

Upon becoming aware of an unintentional selective disclosure, NCLGA personnel are required to advise the President and Executive Director of the circumstances.

(c) MEDIA RELEASES

News releases will be issued as soon as practicable to all media contacts at the same time. In addition, the news release will be posted on the NCLGA's website

(d) ROUTINE INFORMATION REQUESTS

Enquiries from the public or membership for general and routine information can be answered by NCLGA personnel if the information requested is contained in records/publications previously released for public distribution.

Enquiries from the public cannot be answered if the enquiry is regarding NCLGA activities that constitute confidential information. If such an enquiry is made, NCLGA personnel are instructed to respectfully decline the request as containing confidential or proprietary information.

(e) RESPONDING TO RUMOURS

In general, no comment will be made in response to rumours or speculation regarding the NCLGA. However, certain exceptions may be made under the direction of the Executive Director and President. If such an exception is authorized, section 4.2 of this policy will apply.

(f) ELECTRONIC COMMUNICATION, THE NEWSLETTER AND THE WEBSITE

Electronic distribution of third-party information via email is at the discretion of the President. While the NCLGA discourages this practice, if the information to be distributed will benefit the membership in their political capacity, the information will be considered.

The Website will be managed by a staff member. Duties include uploading news releases, newsletters, and up-to-date convention information in a timely fashion. Posting on official NCLGA social media accounts by NCLGA personnel is similarly restricted to the Communications Officer.

4.0 NEWSLETTERS

Regular board updates will be sent out in lieu of a newsletter after the Annual General Meeting of the NCLGA and following each regular meeting of the Board. Prior to distribution, the board reports will be approved by the President.

5.0 EXECUTIVE MEETING POLICIES

(1) NOTICE OF AN EXECUTIVE MEETING

Is to be circulated one (1) month prior to the meeting.

(2) PREPARATION OF THE AGENDA

The Executive Director shall prepare the agenda and the President shall approve it. Board Members wishing to have items placed on the agenda should advise the Executive Director a minimum of two (2) weeks prior to the meeting.

(3) DEADLINE FOR PROVIDING AGENDA TO THE EXECUTIVE

The agenda should be provided to all Board members so that it arrives at their designated address a minimum of one (1) week prior to the Executive meeting.

(4) COMMITTEE MEETING REPORTS

Committee meetings before the Board meeting may place reports on the table at the time of the Board meeting.

(5) OTHER BUSINESS

Other items not appearing on the agenda shall not be placed before the Board without 2/3 approval of the Board of Directors.

(6) ADDITIONAL ITEMS

The President or Executive Director may, before the meeting, place before the Board of Directors:

- (a) materials that support agenda items;
- (b) new items that are prudent to be dealt with by the Board at the meeting.

(7) MINUTES OF EXECUTIVE MEETINGS

The NCLGA will not submit the minutes of the Board meetings to the membership unless specifically requested to do so. Minutes of the Board meetings will not be forwarded until they have been approved by the Board.

6.0 SPECIAL COMMITTEES

(1) FINANCE COMMITTEE

Shall be appointed by the President at the beginning of each term. In cooperation with senior staff, the Finance Committee shall prepare the annual budget, oversee the finances of the Association, and ensure that financial procedures follow the policies set out by the Board of Directors.

(2) PERSONNEL COMMITTEE

The purpose of the Personnel Committee is to do a performance evaluation of the contracted or salaried senior staff person annually.

(3) OTHER COMMITTEES

The President has the authority to create committees as they are required.

7.0 FINANCIAL POLICY

(1) SIGNING AUTHORITY

The signatories for the NCLGA bank accounts will be determined by the Board. Senior staff may also be granted signing authority. Signing authority should be:

- (a) signatures of any two (2) persons vested with signing authority for cheques up to \$5000.00;
- (b) signatures of any two (2) voting Board members with vested signing authority for amounts over \$5000.00.

(2) ESTABLISHING MEMBERSHIP DUES

When setting membership dues, population figures will be determined by grant allocation numbers available from the Union of BC Municipalities.

(3) NCLGA's "NORTHERN VOICES ENDOWMENT FUND"

The Chair of the NCLGA's Finance Committee is the authorized representative for the creation, management, and population of the NCLGA Endowment Fund. In consultation with the President, the Finance Committee Chair may assign duties related to the Fund to other persons from time to time. However, any withdrawals from said fund will require a majority approval from the NCLGA Board of Directors, as outlined in Appendix A of this policy manual.

(4) GENERAL EXPENSES

Expenses shall be reimbursed for Board members on authorized business of the NCLGA except for attending the UBCM Convention and the NCLGA AGM. Board members are encouraged to use the most economical method of travel.

In the event of a past president attending a UBCM luncheon, the lunch will not be pay7ed for (or reimbursed) by the NCLGA

(5) REIMBURSABLE EXPENSES

Travel allowance, hotel expenses or room rental. No expenses will be reimbursed unless the approved expense form is submitted and signed by the Executive Director. Expense forms must be completed and submitted to the Executive Director within two (2) weeks of the expenses being incurred for Board members to be reimbursed.

- (a) per diem – meeting per diem rate for Board members is \$200 for a full 24 hour day and \$100 for a half day. Per diem is applied as follows: if travel starts before noon, the Board member can charge for a full day. If travel starts after noon, charge for one half day. On day of return travel, if traveller arrives home before noon, charge for one half day. If traveller arrives home after noon, they may charge for a full day. (Approved September 2016).
- (b) meal allowance – staff may claim actual meal expenses with receipts provided. If receipts are not provided, a meal allowance of \$75 per day may be claimed.
- (c) travel allowance

- (d) car travel – the mileage allowance for car travel shall be set at the accepted Provincial government rate;
- (e) air fare – receipts are required. when airfare is used, a mode of transportation is required to get to and from the airport, reimbursement for ground transportation shall be as follows:
 - (f) regular airline limousine service;
 - (g) by taxi;
 - (h) by rental car with the maximum allowable claim to be the equivalent of taxi fare;
 - (i) the Board member may also charge mileage from his or her home to the airport and return, where regular transportation services (such as taxi) are not available.

(6) AUDITORS

The financial statements of the NCLGA will be reviewed annually at year end (March 31). Statements will be made available to the membership by way of the Annual General Meeting's Annual Report. The accountants will be chosen at the AGM each year. A full audit can be performed as required, or at the request of the membership.

(7) STAFF SPENDING AUTHORITY

The Executive Director is authorized to purchase the following, provided the funds are available within the budget, as set out by the Board:

- (a) consumable stationary and office supplies;
- (b) maintenance of office equipment (includes purchase of toner, etc. for existing equipment); and
- (c) staff must have authorization from the Board prior to purchasing any items not included in the budget.

8.0 EVALUATION POLICY

(1) PARTICIPATION

The Executive Director will do staff reviews annually and the Executive Director's evaluation will be done by the President, Past President, Vice President, and Second Vice President and presented to the Executive Director.

9.0 RECORD KEEPING

(1) RECORDS AND CORRESPONDENCE

Will be kept on file according to the following:

- (a) Constitution and bylaws (current and historical). Do not destroy.
- (b) Board minutes (legal requirement). Do not destroy.
- (c) convention planning materials:
 - (i) AGM minutes. Do not destroy
 - (ii) planning notes. Keep two (2) years.
 - (iii) summaries of planning notes (post mortems). Do not destroy.
- (d) correspondence
 - (i) keep two (2) years unless pertaining to issue still under review.
 - (ii) if issue is still current after two (2) years, file with research materials.
- (e) resolutions
 - (i) keep back up materials for resolutions for one (1) year.
 - (ii) keep summary documents for three (3) years.
- (f) research materials

- (i) keep until issue is resolved, or until data has been updated in a more current report

10.0 NCLGA CONVENTION RESPONSIBILITIES

(1) PREPARATION OF BUSINESS MATERIALS

The NCLGA is responsible for the organization and preparation of background materials for the business sessions at the NCLGA Conference. Specifically, the NCLGA Board will prepare the following:

- (a) nominations report – any details related to handling the election should be clearly communicated to the host community;
- (b) Presidents report;
- (c) financial statements;
- (d) resolutions to be debated, along with a statement as to whether or not the NCLGA Board does or does not recommend endorsing the resolutions;
- (e) constitutional issues and related background information; and
- (f) any issues the NCLGA Board wishes to refer to the assembly for their decision.

(2) NCLGA EXECUTIVE PARTICIPATION

The NCLGA Board of Directors organizes which NCLGA Board members speak to which business session items during the conference.

(3) AWARDS

The presentation and purchase of awards to NCLGA members or their representatives at NCLGA events, is the responsibility of the NCLGA Board of Directors.

(4) DISPOSITION OF RESOLUTIONS

The disposition of any resolutions from the business sessions is the responsibility of the NCLGA Board of Directors.

(5) HOST COMMUNITY RESPONSIBILITIES

The host community is responsible for all staffing and logistics for the conference as well as the social agenda. Specifically, the host community is responsible for:

- (a) staff (includes contractors and volunteers) to cover the following functions which take place during the business sessions:
 - (i) parliamentarian;
 - (ii) recording and preparing minutes of the business sessions;
 - (iii) returning officer and other election personnel;
 - (iv) official counters for standing votes;
 - (v) transportation;
 - (vi) registration;
 - (vii) information desk;
 - (viii) lost and found;
 - (ix) computer technician; and
 - (x) cleanup of the venue throughout the convention.
- (b) conference meals, social events, and entertainment
- (c) gifts to be presented to the conference speakers

(6) JOINT RESPONSIBILITIES

- (a) setting the conference budget and monitoring expenses;
- (b) preparation of the agenda to accommodate the business sessions and other conference activities’;
- (c) arranging for AGM sponsorships; and
- (d) selection of speakers and panelists.

(7) BID PACKAGE

The approved bid package (Appendix B) will be distributed to any member interested in hosting an NCLGA AGM.

(8) NOTIFICATION OF OPPORTUNITY TO BID ON FUTURE CONVENTION

NCLGA staff will send out notice as required to the membership to advise of the opportunity to bid on hosting a future NCLGA Convention, with proposals to be received by the NCLGA two weeks before a predetermined NCLGA Board meeting date.

(9) REGISTRATION REFUNDS

- (a) a 50% refund is available if notification is received more than ten (10) days prior to the convention;
- (b) no refund is available if notification is received ten (10) days or less prior to convention; and
- (c) substitutions are permitted.

(10) SILENT AUCTION PROCEEDS

When a silent auction or similar fundraiser is held in conjunction with our convention, all profits from the silent auction or fundraiser shall be retained by the NCLGA.

(11) TRADESHOW PROCEEDS

When a tradeshow is held in conjunction with our convention, all profits from the tradeshow shall be retained by NCLGA.

*The Board will ensure the policy is reviewed and updated.

The Northern Voices Endowment Fund

PURPOSE: To enhance the social, economic and environmental well-being of communities in northern BC through communication, knowledge sharing and cooperation.

WHY: North Central BC is home to a diversity of communities, governments, agencies and non-profit organizations with unique perspectives, specific priorities and a host of divergent responsibilities. Generally, however, their central mandate is the same: *'to promote the social, environmental and economic well-being of the region, in part or as a whole'*. By sharing information, identifying common opportunities, and synchronizing our efforts, we increase the trajectory and efficiency of progress throughout central and northern BC. Acting alone, there is a propensity for uncertainty, redundancy, misunderstanding and misspent energy and resources.

HOW: With the interest generated from the Northern Voices Endowment Fund, the NCLGA will identify (and/ or via request) opportunities to serve as catalyst, convener and host of events (or projects) of all sizes and including any number of parties where communication, collaboration and an understanding of perspectives and priorities enhances the social, environmental and economic well-being of the entire region, communities within the region or groups of people who live here. Such gatherings could include events to help enhance communication between a municipality, neighbouring First Nations and industry stakeholders, or a roundtable discussion with multiple interest groups with the goal of finding redundancies in their efforts. Aboriginal reconciliation is also a prime example of the benefits of knowledge sharing and the importance of communication.

GENERAL GUIDELINES: The NCLGA's Board of Directors will have oversight over the events/ projects that are pursued, and NCLGA staff will be responsible for direction, planning and execution.

The Northern Voices Endowment Fund will not be used to facilitate events (or projects) where one group or individual specifically seeks to secure financial or legal benefit from another group or individual. Events/ projects are intended to be mutually beneficial for all involved.

Financial contributions will be accepted from all interested parties at any level, and a waiver will be signed ensuring that no contributor is entitled to or expects any special access, influence or preferential treatment. Financial contributions are solely to support the social, economic and environmental well-being of central and northern BC through knowledge sharing and collaboration.



**Annual General Meeting &
Convention Bid Package
(2016)**

2016 NCLGA Annual General Meeting & Convention

Established in 1955, North Central Local Government Association, is a non-profit, non-partisan association comprised of all elected officials in North Central British Columbia. We work to connect communities, identify common challenges and facilitate positive change. As our name implies, we are a coalition of cities, towns, Aboriginal communities, villages and regional districts. Our jurisdiction covers 70% of BC's landmass and includes nearly 60% of the province's Aboriginal population. Although forestry remains paramount, recent multi-billion dollar energy and mining projects make our region, per capita, one of the most heavily invested areas in North America.

The NCLGA is the local area association to over 250 local government leaders and represents over 40 communities in the north central region of British Columbia. The Annual General Meeting and Convention is an incomparable opportunity to welcome industry, government, and First Nations delegates from across the province to your community. Hosting the AGM & Convention not only provides a significant economic impact, but it gives you the opportunity to set the agenda for the event – from sessions to speakers, the host community has the power to decide what exactly industry, government, and First Nations speak about in unison over the course of three days. Hosting the event also gives you the opportunity to showcase your community, and show off what exactly makes it a great place to live, work, and invest.

The NCLGA AGM & Convention is a fantastic event, and we encourage your community to consider hosting north central BC's top decision makers!

Host Community Responsibilities

The NCLGA is responsible for all area association business sessions during the AGM. This includes the election of officers, resolutions debate, annual reporting, etc. Almost all other items fall under the purview of the Host Community.

Firstly, the Host Community should organize an internal convention planning group as soon as they are notified of their successful bid. This is usually a small group of 2 to 4 individuals, including at least one elected official.

As well, the Host Community will need to appoint a staff person (or contractor) who will be able to commit full time hours toward convention planning for several months prior to the actual event. In the past, two employees have worked together in this capacity on a full time basis.

Below is a list of general responsibilities and pertinent information that falls under the purview of the successful Host Community:

1. Formulating event agenda and budget.
2. Contracting meeting facilities as per event requirements (to accommodate up to 300 delegates).
3. Organizing all aspects of delegate registrations (usually through CivicInfo BC).
4. Organizing a Welcome Reception, Banquet, and other social functions.
5. Arranging venue, catering and audio visual capabilities for the entire three day event.
6. Developing/staffing the Partners' Program (if applicable).
7. Providing a minute-taker during business sessions, as well as a parliamentarian.
8. Securing blocks of accommodation for delegates.
9. Preparing registration packages, handouts, and other AGM materials, as well as staffing a registration area.
10. Creating convention logo/ theme.
11. Creating and distributing a sponsorship package and liaising with potential sponsors as the process unfolds. This includes supervising sponsorship pledges and providing receipts, as cheques are made payable to the host community. As a non-profit organization, this is the NCLGA's principle fundraising event. All profits (usually between \$20,000 - 40,000) belong to the NCLGA, and are critical to our operational budget.
12. Developing and coordinating a plethora of event details (i.e. delegate transportation, gift bags, tradeshow, golf tournament, signage, sponsor recognition, speaker gifts, etc).

Detailed information pertaining to these points will follow upon successfully securing your bid to host the NCLGA AGM and Convention. Essentially, the past agendas, sponsorship packages and budgets are used as templates. All previous event documentation is made available to the host community, and NCLGA staff will meet with appropriate host community staff representatives as often as required. This is not a complex event to organize, although its size and scope do require the appointment of dedicated host community employees (or contractor).

Appendix C

The Executive Director's Job Description:

1. Ensure that all NCLGA activities, including meetings, conventions, communications and daily office functions are carried out in an efficient and effective manner
2. Build and maintain mutually beneficial relationships with key stakeholders and decision makers.
3. Act as the Treasurer in conjunction with the 1st Vice-President, for the association in accordance with the by-laws and policies. This includes, but is not limited to: the maintenance of accounting records and books; preparation of accounts payable/receivable; membership dues and records; invoicing; and financial statements.

Act as the Secretary for the association in accordance with the bylaws and policies. This includes, but is not limited to: conducting and keeping accurate records of all correspondence; preparing and having custody of all records and documents of the society.

4. Oversee the preparation and implementation of the Annual Convention and AGM.
5. Identify and pursue additional revenue opportunities, including the NCLGA endowment fund.
6. Identify and engage potential new members, in accordance with the NCLGA's membership criteria.
7. Act as liaison with community members, other associations such as UBCM and regional stakeholders as required.
8. Other duties as may be assigned by the President and Executive.

Procedure for Handling Resolutions

Resolutions Received On or Before Deadline

1. Copies of the resolutions shall be made available on the NCLGA website for the membership to review prior to their arrival at the AGM location.
2. The Chair of the Resolution Committee will explain procedure (as follows) at the beginning of the Resolution session.
 - the Chair or his/her alternate will only read out the “therefore” section of the resolution;
 - the moderator will then ask if there is any opposition to the resolution. If there is none, they will call the question and declare whether the resolution is carried or defeated;
 - if there is opposition to the resolution, the sponsor will be allowed two (2) minutes to defend the resolution;
 - Pro and Con microphones will be used. Once it has been determined that there are only delegates speaking at Con microphone (i.e. only “con” opinions being voiced) the question will be called.

Resolutions Received After Deadline

3. The deadline for submitting Resolutions is 60 days prior to debate at our Annual General Meeting. Resolutions submitted after that date will become Late Resolutions – please see “Late Resolutions”.

Late Resolutions

4. Late Resolutions will be accepted until noon on the Friday two weeks prior to Convention week but must have arisen since the March deadline.
5. A 2/3 majority of voting delegates in attendance must vote to consider late resolutions. These resolutions will not be considered until all emergency and regular resolutions have been considered.
6. It is the responsibility of the sponsor to provide enough copies of the Resolution for all delegates (generally 200 copies).

Emergency Resolutions

7. If the issue is an emerging issue, it may be considered an emergency resolution. The Board then has the ability to make sure it is considered with the regular resolution session. The NCLGA will ensure that copies are circulated to all delegates.