

# Role and responsibilities of the executive

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## Objective of the document

The description of some of the positions is already provided for in the CMVA Bylaws. However, at the request of the members and to facilitate recruitment, the Quebec Chapter wanted to create this document so that anyone interested in a position within the Chapter Executive is informed of the inherent tasks.

Another motivation is at the source of this document: that each of the members can take charge of a clear mandate and carry it out, and thus be recognized for their contribution to the association. Event planning will also be more efficient, with everyone having specific tasks related to their position.

This is a local initiative of the Quebec chapter. However, any other CMVA Chapter interested in adopting or drawing inspiration from this model is welcome to do so. These descriptions given are for information only, do not have the force of law and can be updated if the executive or the members of the chapter see the need for it. Only the job descriptions provided for in the CMVA Bylaws have the force of law.

## General Mandate of the Chapter Executive

The term of office for Chapter Executive members is one year. These positions are unpaid (volunteer).

At the annual general chapter meeting, the members of the chapter present proceed to the election of the persons who will compose the new executive of the chapter, as directors. Elected Directors, all of whom must be members in good standing of the CMVA, will be able to choose the term that best suits them from the list of Chapter Executive positions.

The CMVA Bylaws prevail for all matters of governance of a chapter which may, in compliance with them, specify certain responsibilities and obligations.

Broadly, the responsibilities and obligations of the Chapter Executive are as follows:

- Host at least one meeting per year for all Chapter members, providing relevant technical content.
- Organize at least one meeting per year to proceed with the election of the members of the chapter executive and to ensure that the chapter is well represented by a sufficient number of members.
- As part of the National Technical Conference, support and participate in the organizing committee when it is presented in a city of its chapter (every 4 years).
- Communicate its activities at the national level so that the members network is informed.
- Report regularly to the National Board. Accountability is both financial and organizational.
- Ensure that all its activities correspond to the CMVA's objectives.
- The Chapter Executive is the voice and ears of the National Board of Directors in the regions. It must ensure that all his chapter members needs and comments are listened to carefully, and that adequate follow-up is done locally or by the national when required.
- Manage resources, financial, material and human, with honesty, diligence and circumspection, within the framework of the general mission of the CMVA.
- Seek the benefit of all members of the CMVA and take the necessary steps to this end.

## Positions on the Executive of the Québec Chapter of the CMVA

### PRESIDENT

- Presides at chapter meetings.
- Coordinates Chapter activities within the framework of the CMVA's mission.
- Is an ex-officio member of any Chapter sub-committees.
- Ensures that the secretary and the treasurer carry out their duties in due form.
- Co-signs checks with the Chapter Treasurer.
- Represents the chapter when necessary in meetings of other organizations.

### VICE PRESIDENT

- Assists the President in his duties.
- Replaces the President if the latter must be absent or is unable to act.
- If possible and if required, help with the translation or revision of technical articles to appear in the ViBs newsletter.
- Assists other members of the executive in their duties.

## SECRETARY

- Assists the President in his administrative tasks.
- Attends all meetings and drafts minutes and minutes of meetings.
- Receives and presents correspondence received by the Chapter.
- Drafts meeting agendas and sends invitations to members.
- Provides all necessary documents to members for holding meetings.
- Collects, classifies and keeps all administrative documents, minutes, reports, financial reports, etc. about the chapter.
- Prepares all documents necessary for the smooth running of the affairs of the chapter.
- Works closely with the National Executive Director to ensure that all membership information is accurate.
- Notifies the National Executive Director of any changes to the Chapter Executive.

## TREASURER

- Collects, classifies and keeps all supporting accounting documents.
- Proceeds to the payment of invoices addressed to the chapter.
- Co-signs checks with the Chapter President.
- Collects all income to which the Chapter is entitled and makes deposits in banking institutions.
- Maintains a log of income and expenses.
- Prints checks and, following the annual elections, oversees the changes of signatories to the bank account.
- Prepares a detailed financial statement as of December 31 annually and
  - Presents it to the Chapter Executive for adoption
  - Presents it to the members of the chapter at the Annual General Meeting
  - Forwards it to the National Executive Director.

## TRAINING & CERTIFICATION DIRECTOR

- Promotes CMVA certification to members and non-members.
- Make sure to know the conditions of the certification as proposed by the CMVA, as well as the related ISO standards.
- Maintains a close relationship with the National Executive Director – who is responsible for certification at the national level – in order to be informed of any changes to the conditions of certification.
- Answers questions and supports the certification process of anyone wishing to become certified with the CMVA.
- Presents at least once a year, during a chapter meeting, the benefits of certification, its process and its renewal.
- Assists, if required, the national, for any question concerning the certification.
- Promotes continuous training in CMVA's fields of interest.

## TECHNICAL DIRECTOR

- Supports the president in the organization of the technical activities of the chapter.
- Proposes themes and/or seeks speakers for chapter meetings with technical content.
- Ensures that the technical activities presented by the Chapter are in accordance with the objectives of the CMVA.

## DIRECTOR OF RELATIONS WITH SUPPLIERS

- Recruits corporate members, in collaboration with the Director of Recruitment.
- Promotes harmonious relations between suppliers of goods and services, despite competition, so that everyone works to support the industry in terms of reliability.
- Explains to suppliers, in terms of promoting their products and services:
  - CMVA opportunities:
    - Logo on the CMVA website for corporate members
    - Discounted booth prices at the Annual Technical Conference
    - Announcement of courses in vibration analysis leading to certification for Canadian corporate members (accessible to the general public)
    - Possibility of buying advertising space in the ViBs bulletin (in project)
    - Database of suppliers with search for products and services that can be consulted by members (in project)
  - And CMVA limits:
    - The CMVA is first and foremost a certification body and must maintain its total independence
    - The CMVA cannot favor one provider over another
    - The CMVA cannot, under any circumstances, promote a product or service, is not in a position to evaluate them, nor to express an opinion.
- Listens to the requests and needs of suppliers and transmits them to the chapter executive or to the national if required (via the chapter president)
- Annual technical conference in Quebec (every 4 years):
  - Solicit suppliers to rent a booth at the Trade Show
  - Solicit prizes among exhibitors for prize draws among attendees
  - Supports the national management team in the organization of the Trade Show.

## RECRUITMENT DIRECTOR

- Recruits new individual and corporate members.
- Supports the national office in retaining members and encouraging timely payment of dues from current members.
- Provides support to the National Recruitment Committee.

## COMMUNICATIONS DIRECTOR

- Ensures fluid communications between the chapter and the national.
- Transmits nationally all information concerning the Chapter, its meetings and subjects of interest for retransmission in the media used by the CMVA.
- Presents texts for the ViBs newsletter or the newsletter giving news of the chapter.

## DIRECTOR OF GREETING RESOURCES

- Its role is to ensure that the reception of participants is impeccable and benevolent. He therefore ensures the brand image of the CMVA in terms of greeting.
- At executive meetings, technical meetings and chapter meetings:
  - Proposes to the organizing committee, in accordance with the allocated budgets, meeting places, accommodation and catering menus.
  - Coordinates activities with suppliers selected by the organizing committee.
  - Manages issues of parking, shuttles, cloakrooms, entertainment activities.
  - Determines the best transport solutions to submit to the participants.
  - Ensures the maintenance of a reception desk for participants for registration and payment.
  - Join a team of volunteers if required.
- During the Annual Technical Conference in Quebec (every 4 years):
  - Provides support and expertise to the national organizing committee for the management of this aspect of the event.

## ASSISTANT DIRECTOR

- Three (3) assistant director positions were created as part of a mentoring program to:
  - ensure succession within the Chapter Executive;
  - to pass the skills at the level of the organization of the chapter, meetings, elections, and the organization of the national technical conference when it occurs in our chapter.
- They will be accompanied by the directors of the chapter in the various tasks to be accomplished, and according to their interests.
- These three positions are elected positions.

## MENTOR

- The mentor is the past president if that person is available to serve. It thus ensures the continuity of the works of the chapter.
- Chairs the Nominating Committee and may act as Chair in the absence of the Chair and Vice-Chair.
- If not, the Chapter Executive may appoint any elected member or Chapter member to that position.