



RDCA Member At Large (MAL)

TERMS OF REFERENCE FOR MEMBERS AT LARGE SERVING ON
RDCA COMMITTEES

What are Members At Large?

The Red Deer Construction Association (RDCA) operates as a non-profit organization and was formed as an organization of local construction members and partners representing contractors, trades, sub-trades, suppliers and associates for the purpose of mutual protection and mutual benefit. The construction industry takes action through association to achieve collectively goals that would be impossible for an individual. The Association supports the industry through value-added services including business opportunities, safety, education, networking, partnerships, and government advocacy.

Through these actions and support, the board of directors work on committees that represent the association's strategic direction. On many occasions throughout each year, these committees require additional industry support and opportunity for our member companies to get involved.

Any person who represents a Red Deer Construction Association member company can be a member at large.

Where are Members At Large Needed?

Through the association committees, there are a number of opportunities throughout each year that require additional industry support. Refer to the Committee Terms of Reference below for more information and scheduling.

What time commitment is required for Members At Large? Each Committee has set up meetings throughout the year. These dates align with specific priorities for each Committee.

How do I become a Member At Large?

To become a Member at Large, complete the form located on the RDCA website. Once the form has been received, a formal review will be completed by the specific Committee the MAL has interest in joining. The Chairperson for the Committee will then be in contact with the person.

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embers At Large Defined

You are a leader who has accepted a special responsibility. You have stepped out front to give freely of your time and talent to help strengthen Central Alberta's construction industry through service to the Red Deer Construction Association (RDCA).

You have been successful in your own full-time field before being chosen by your peers to support the RDCA in achieving its strategic priorities. Your ability to take charge and make things happen has been recognized by those who appointed you to this prestigious position. You must be able to subordinate your company and local construction association interests for the good of your industry as a whole. Your role in the RDCA is to work alongside the Board of Directors to solve industry problems and attain common goals.

Mission Statement

The Red Deer Construction Association exists to serve its' members; by displaying plans and information on current projects in the industry; by acting as their collective voice on issues of concern; and by promoting standards, education, and communication in an effort to benefit the industry and society.

Objective

- To provide facilities and opportunities, for exchange of information and opinions between members.
- To promote liaison between construction trades and legislative bodies.
- To operate a plan room and circulate a weekly information Bulletin for members.
- To promote the safety of all workmen engaged in construction trades.
- To promote the education of the members in all matters affecting the building and construction industry.
- To encourage and promote an apprenticeship system.
- To promote excellence in the construction of buildings.
- To promote ethical business practices.
- To encourage arbitration as a means of settling disputes.
- To promote uniformity in contract forms and documents used in the building and construction trades.
- To work with the Alberta and Canadian Construction Associations.
- To promote the Association and extend its membership.
- To procure, furnish and maintain suitable facilities for the use of its members.

Vision

- The foundation of the RDCA is built upon the vision for what the association stands for. The Vision creates a snapshot of what the association is and where it is heading for the future. The RDCA's vision statement is:

“Central Alberta’s Construction Hub”

Committees of the RDCA

Based on the Strategic Priorities, the RDCA Board of Directors have developed the following Board structure in order to carry out the direction of the organization over the years 2016-2019.

Working Groups & Roles

Education

Incl: Scholarship

Marketing

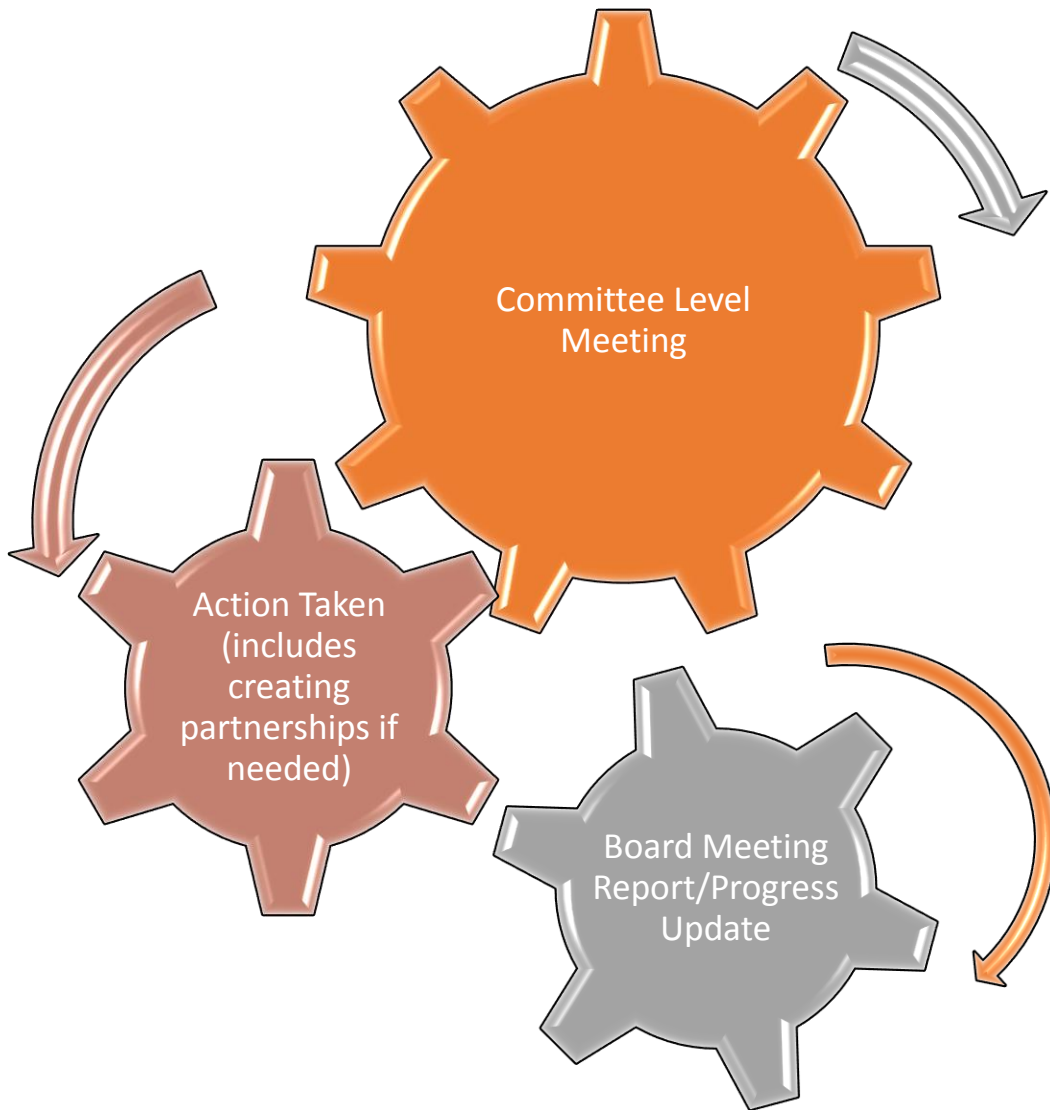
Incl: Recreation & Membership

Government Action – Local – (Role)

Technology (Role)

Committee Process

The standard process for Committee activities include: Committee Level Meeting -> Committee Recommendation/Action -> Committee Report to the Board of Directors for approval



Terms of Reference

Education - Committee

Authority

Board of Directors, Red Deer Construction Association

Objectives

- Assist the RDCA and its members in working directly with educational institutions, to provide input in the areas of education, research, technology and industry curriculum needs.
- Facilitate the RDCA scholarship process.
- Participate with educational institutions on behalf of the RDCA and its members to promote industry.

Chairperson

- Approved by the Executive Committee

Members

- **Up to 6 members representing the Red Deer Construction Association- Minimum of 4 Directors and Maximum 2 Members at large**
- **Minimum of 3 Directors plus the RDCA Executive Director are required for the scholarship process. Maximum 2 Members at large.**

Tenure

- Committee members reviewed annually by the Executive Committee.

Terms of Reference

- Liaison with members, associations and educational institutions to help develop programs and essential skills for the betterment of the industry.
- Create consistency in a long term relationship that provides opportunities for both the educational facility as well as industry.
- Develop a number of educational opportunities for industry that relate to safety, Gold Seal, technical skills, soft skills, system skills, business, administration and human resources.
- Liaise with parallel RDCA committees to develop education budget funding.
- Strengthen partnerships with local educational facilities. (Executive Director)

Topics

- Curriculum Input
- Workforce recruitment and development
- Classroom programs
- Career Fairs (Executive Director)
- Try a Trade (Executive Director)
- Work Experience/Trade Exploration (Executive Director)
- Professional Development for Teachers with Industry (Executive Director)
- Scholarships
- Courses – Gold Seal
- Technology tools

Partners

- Red Deer College
- Olds College
- Red Deer Public School Board
- Red Deer Catholic School Board
- Central Alberta School Divisions
- Careers Next Generation
- Alberta Construction Safety Association
- ACA/CDN/CCI
- Alberta's Local Construction Associations

Commitment

- The Committee will meet 4 times throughout the year – February, June, September and December. There are additional meetings set up for the scholarship awards. The committee meets in April to review the scholarship application and then in September to review the year's applicants and determine who will receive awards.
 - There may be additional meetings in preparation for specific initiatives. A meeting will be held in December of each year to discuss Budgeting for the committee for the coming year. February, June, September
 - Adhoc meetings for school visits – career fairs, etc.
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Marketing Committee

Authority

Board of Directors, Red Deer Construction Association

Objectives

- Assist RDCA to marketing efforts for events as set out by the marketing plan on an annual basis
- Assist in preparation and support for major events such as the golf tournament, Commercial Construction Awards, AGM, Annual BBQ and Christmas Breakfast.
- Assist RDCA to in the participation and growth of the membership
- Promote the benefits and services that go along with being a member.
- Develop a branding message for the RDCA that promotes our local industry.

Chairperson

- Approved by the Executive Committee – 1 Chairperson Required

Members

- **3 to 4 members representing the Red Deer Construction Association. Members at large will be accepted. Based on the number of events – the members at large can vary. This can include volunteering for any RDCA events.**

Tenure

- Committee members reviewed annually by the Executive Committee.

Terms of Reference

- Work alongside the office staff to assist in marketing strategy including membership as well as an annual budget
- Participate as part of team to bring ideas, support and promote awareness of the association through marketing efforts such as the website, events, value added services, and potential advertising revenues
- Contribute to the success of flagship events such as the golf tournament, Commercial Construction Awards (AGM), Annual BBQ, and the Christmas breakfast.

Topics

- Membership
- Golf tournament
- AGM
- Summer BBQ's (partner w/ ACSA)
- Commercial Construction Awards
- Commercial Construction Conference
- Survey tools
- Website
- Construction Apps

Partners

- Red Deer Chamber of Commerce
- ACA/CDN/ACSA
- Alberta's Local Construction Associations

Commitment

- Meetings are to be held at a minimum of quarterly each year starting in January.
 - Additional meetings may be required. The schedule includes: November (Budget and Awards meeting); January (Awards selection); February (Pre-Awards preparation); April (Golf); June (Golf); September (Awards roll-out)
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Technology Committee – Role –

(Note - This committee is set up on an as need basis only. The committee will review and analyze technology as it impacts our local industry. If you are interested in contributing, this committee will contact you as issues arise.

Authority

Board of Directors, Red Deer Construction Association

Objectives

- Identify technology ideas, strategies and opportunities for our local industry to aid in their day to day business.
- Provide a resource for members to utilize when considering technology decisions for construction based activities.

Chairperson

- **This is a role for 1 Director. The Director will ask for help from the other Directors on an as need basis as well as Members at large.**

Members

- **1 member(s) representing the Red Deer Construction Association to participate.**

Tenure

- Committee members reviewed annually by the Executive Committee.

Terms of Reference

- Identify member information needs in the areas of information/ communication technologies, productivity enhancement, and new techniques.
- Liaison with other local industry representatives to promote the betterment of the COOLNet Alberta program. (Executive Director)
- Identify how technology helps and what technology is useful in our industry from an educational perspective
- Assist the RDCA to champion research and technology adoption to improve Alberta construction industry performance
- Assist the RDCA to become a construction research and technology information resource for member companies
- Website Development and maintenance (Executive Director)
- Industry Trends (i.e. tools/methods)
- Research
- CoolNet
 - Advertise to membership (on demand)
 - Advertise to industry to gain membership
 - Training of members
 - Increase CoolNet Usage
- Social Media – LinkedIn, Twitter, etc.
- Make RDCA Office Technology Hub (interactive)
- Seminars: Back to the membership information sessions

Commitment

This position is expected to report updates to the Board of Directors at each board meeting.

Government Action – Local – Role

(NOTE: This sub committee is set up on an as need basis. This sub-committee does meet with local government officials (ie. City of Red Deer Departments) on a quarterly basis to work on issues affecting our industry.

Authority

Board of Directors, Red Deer Construction Association

Objectives

- Recommend proactive initiatives with respect to improving legislation and regulation impacting the construction business
- Work collaboratively with partners to develop best practices within the construction industry
- Respond to public discussion papers or public legislative forums
- Assist with the preparation of briefs and submissions to government
- Identify opportunities and issues impacting the construction industry
- Research and develop proposals
- Advocate recommendations to other stakeholders

Chairperson

- **This is a role for 1 Director. The Director will ask for help from the other Directors on an as need basis as well as Members at Large.**

Tenure

- **Committee members reviewed annually by the Executive Committee.**

Terms of Reference

- Develop submissions in response to government initiatives and public discussions. (Executive Director and Chairperson)
- Assist the Directors of the RDCA in organizing and/or coordinating lobbies where necessary or desirable
- Prepare and participate in meetings with local government and regional municipal staff, MLAs and Provincial Government staff. (Executive Director)
- Represent RDCA to owner groups and public meetings. (Executive Director)
- Represent RDCA in all verbal presentations, briefs, submissions or positions to elected Government Officials. (Executive Director)

Possible Topics

- Capital plans, budgets and finance
- Permits, licensing, codes and inspections
- Specifications, tendering practices and contractual relationships
- Practical Guide for Construction Sites in the City of Red Deer; On-site Construction Safety – Best Practices; Site Signage; Public Protection Site Safety Plan

Partners

Can include but is not limited to the following:

- City of Red Deer, Red Deer County and surrounding municipalities, Central Alberta Home Builders Association, Urban Developers Institute, Red Deer Chamber of Commerce, Red Deer Regional Economic Development (Access Prosperity), Red Deer College and CAEP (Central Alberta Economic Development)
- Architects and Engineers serving the Red Deer and Central Alberta marketplace

Commitment

The details of the is role are as required. This position is expected to report to the Board of Directors at each board meeting.



Red Deer
Construction
Association

To Become a Member at Large:

www.rdca.ca/membersatlarge