



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.

M

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

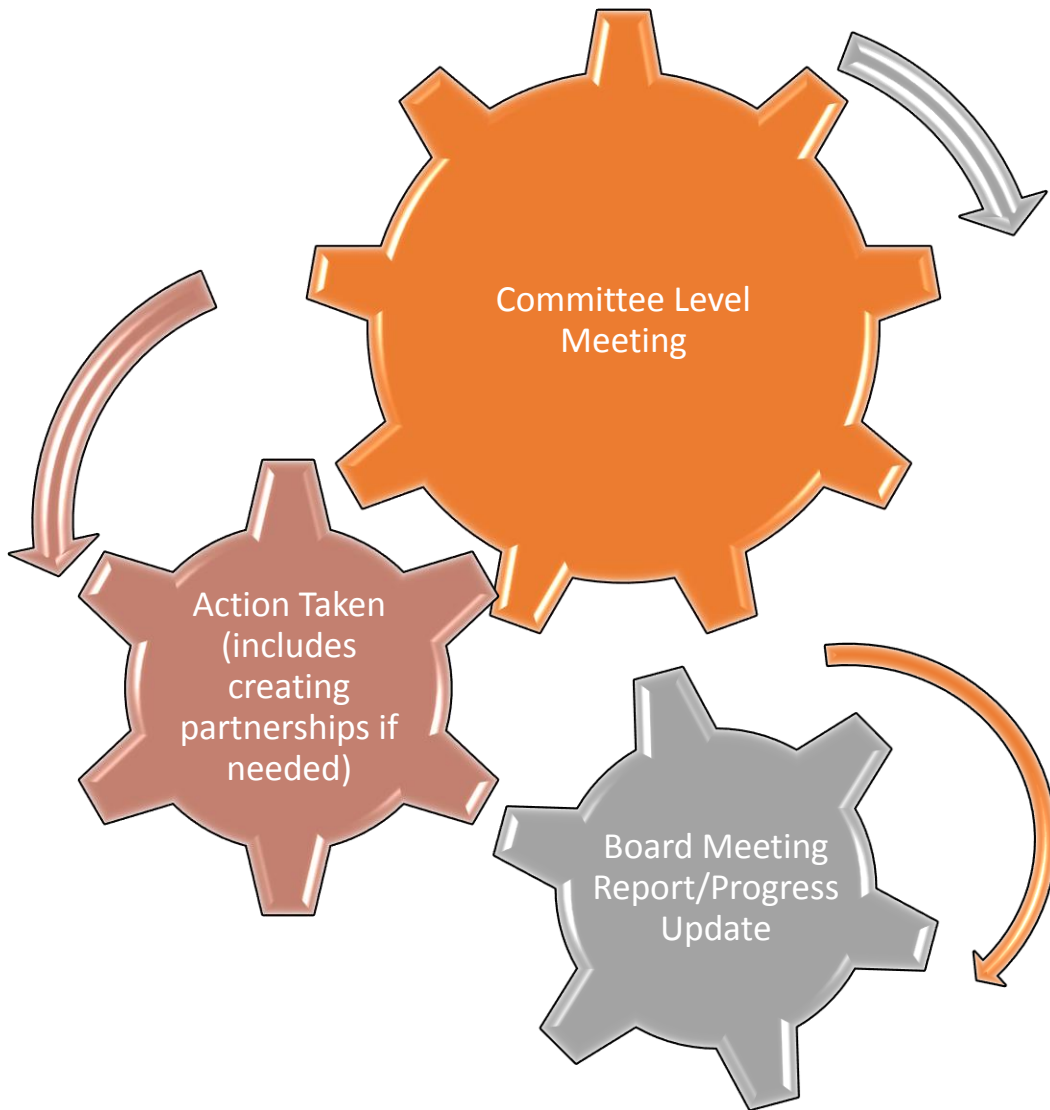
Incl: Recreation & Membership

Industry Relations (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

A. Overview and Purpose

The Education Committee is a standing committee of the Red Deer Construction Association Board. The purpose of the committee is to promote and seek continuous learning opportunities for the RDCA members; promote pathways for our local youth in the areas of skilled trades (student/teacher/administration); assist our local educational institutions in the promotion and development of industry related training; and facilitate the RDCA Scholarship Program.

B. Responsibility and Scope

1. The Executive Committee is responsible for the appointment of current Board Members based on availability, skills, interests and experience.
2. Recommended Committee appointments are approved by the Executive Committee upon recommendation by the Education Committee.
3. The Committee Chair is appointed by the RDCA Executive Committee.

C. Members (Directors)

- 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.

D. Objectives

- Develop a structure of educational offerings on a yearly basis to assist the association that relate to safety, Gold Seal, technical skills, soft skills, systems skills, business, administration and human resources.
- Liaison with members, associations, and educational institutions to assist in development programs and essential skills for the betterment of the industry. Initiate focus groups on a regular basis for feedback.
- Promote programs throughout the year with local educational institutions including try-a-trade, LATTE, field explorations, skills competitions, industry procurement methods, and apprenticeship.
- Create consistency in a long-term relationship that provides opportunities for both the educational facility as well as industry.
- Liaise with parallel RDCA committees to develop education budget funding.
- Maintain partnerships and participation with the trades departments of local educational facilities, including Post-Secondary (Red Deer College and Olds College).

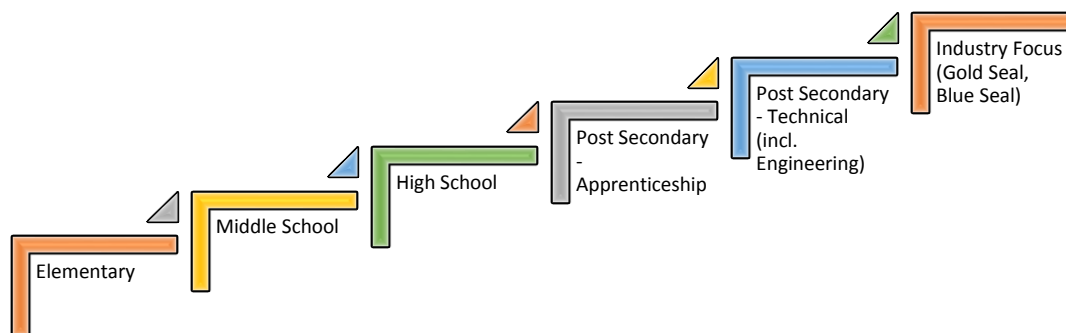
- Prepare the annual Scholarship application for distribution to the membership and develop a scoring system for final analysis of the marks.
- Prepare an annual budget for the committee.

E. Meetings

1. The Committee shall hold scheduled meetings as required throughout the year to fulfill its duties and responsibilities. The Education Committee would normally meet four times per year. There will be an additional meeting scheduled for September of each year to review the scholarship applications.
2. Special meetings may be called at any time with due notice by the Committee Chair
3. The Committee Chair shall establish meeting agendas and ensure that minutes of the meeting are produced and circulated to the Committee and the Board. The Chair of the Committee is responsible for ensuring the Committee's annual calendar, meeting agendas, activities, and discussions are in line with and support the Board's role and its annual calendar
4. Quorum will be a majority of the members present at the meeting.
5. If the Chair of the Committee is not present at the meeting of the Committee, the Chair shall be chosen by the Committee from among the remaining members present.

F. Authority

The Committee does not have decision making authority independent from the Board; but may make recommendations from time to time to the Board on any aspect of its duties and responsibilities.



Marketing Committee

A. Overview and Purpose

The Marketing Committee is a standing committee of the Red Deer Construction Association Board. The purpose of the committee is promotion of the RDCA brand, events and services; membership growth; development, review and production of the Commercial Construction Awards and Building Central Alberta evening.

B. Responsibility and Scope

1. The Executive Committee is responsible for the appointment of current Board Members based on availability, skills, interests and experience.
2. Recommended Committee appointments are approved by the Executive Committee upon recommendation by the Marketing Committee.
3. The Committee Chair is appointed by the RDCA Executive Committee.

C. Members (Directors)

1. 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.

D. Objectives

- Aid in the development of the RDCA marketing plan on an annual basis.
- Assist in preparation and support for major events such as the golf tournament, Commercial Construction Awards, AGM, Annual Member BBQ and Christmas Breakfast.
- Assist the RDCA in the growth of the membership.
- Promote the benefits and services that go along with being a member.
- Promote and assist with the marketing tools used by the RDCA that includes the newsletter and annual publication.
- Develop and promote a branding message for the RDCA.
- Prepare an annual budget for the committee.

E. Meetings

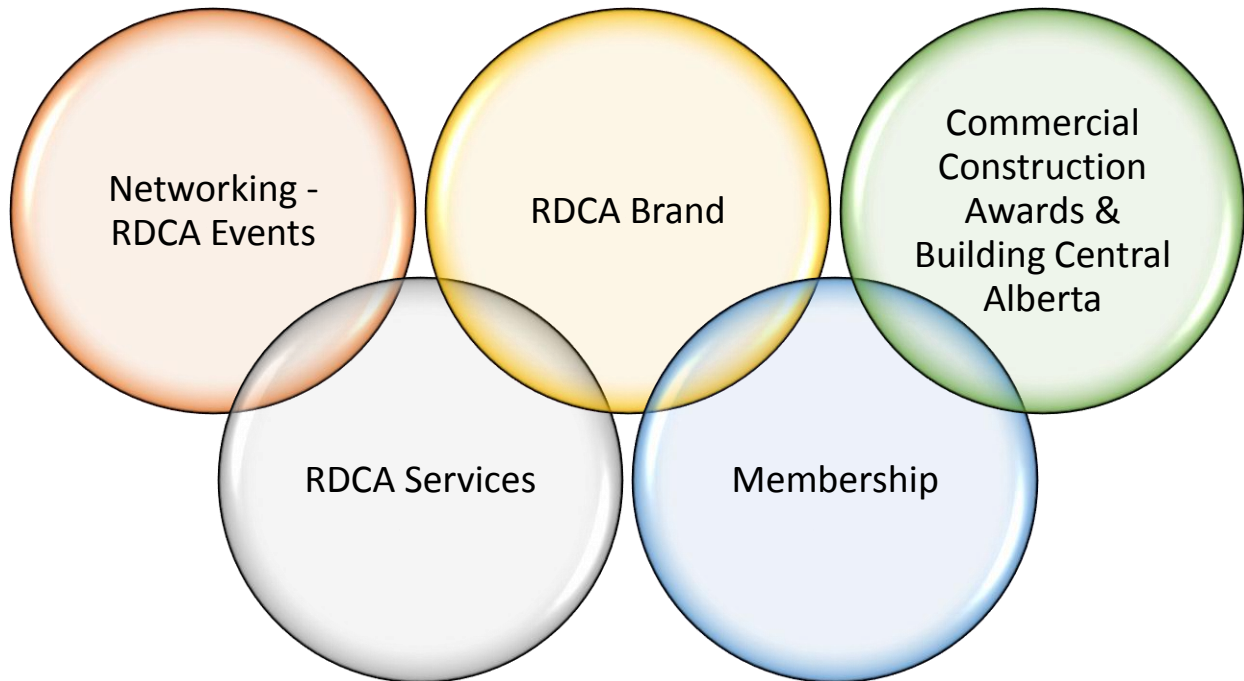
1. The Committee shall hold scheduled meetings as required throughout the year to fulfill its duties and responsibilities. The Marketing Committee would normally meet four times per year. There will be additional meetings scheduled January and February of each year to review the Commercial Construction Awards and Building Central Alberta evening. There will also be an additional meeting held in the spring to assist with the organization of the Annual Golf Classic.
2. Special meetings may be called at any time with due notice by the Committee Chair
3. The Committee Chair shall establish meeting agendas and ensure that minutes of the meeting are produced and circulated to the Committee and the Board. The Chair of the Committee is responsible for ensuring the Committee's annual

calendar, meeting agendas, activities, and discussions are in line with and support the Board's role and its annual calendar

4. Quorum will be a majority of the members present at the meeting.
5. If the Chair of the Committee is not present at the meeting of the Committee, the Chair shall be chosen by the Committee from among the remaining members present.

F. Authority

The Committee does not have decision making authority independent from the Board; but may make recommendations from time to time to the Board on any aspect of its duties and responsibilities.



Industry Relations Committee

A. Overview and Purpose

The Industry Relations Committee is a standing committee of the Red Deer Construction Association. The purpose of the committee is to work with local industry in identifying challenges facing construction in Central Alberta and collaborate with owners of construction and consultants to develop best practices in delivering quality procurement. The RDCA is the voice for local construction in Central Alberta. We want to ensure we are representing the needs of our members and the industry within our community.

B. Responsibility and Scope

1. The Executive Committee is responsible for the appointment of current Board Members based on availability, skills, interests and experience.
2. Recommended Committee appointments are approved by the Executive Committee upon recommendation by the Industry Relations Committee.
3. The Committee Chair is appointed by the RDCA Executive Committee.

C. Members (Directors)

1. Up to 6 members representing the Red Deer Construction Association – Minimum of 4 Directors and Maximum of 2 Members at Large

D. Objectives

1. Organize focus groups with the membership to address issues facing local construction (pricing, permitting, red tape, requirements/specifications, plans, contracts, etc) – Collaborate with owners of construction and consultants to raise the standards of construction in our community.
2. Recommend proactive initiatives with respect to improving legislation and regulation impacting the construction business
3. Work collaboratively with partners to develop best practices within the construction industry
4. Respond to public discussion papers or public legislative forums
5. Assist with the preparation of briefs and submissions to buyers of construction - public
6. Identify opportunities and issues impacting the construction industry
7. Research and develop proposals
8. Advocate recommendations to other stakeholders

a. We may want to commit investment dollars to build events for this. <Organization of focus groups>

E. Meetings

1. The Committee shall hold scheduled meetings as required throughout the year to fulfill its duties and responsibilities. The Industry Relations Committee would normally meet four

times per year. There may be request for additional meetings or focus group consultation as required.

2. The Committee Chair shall establish meeting agendas and ensure that minutes of the meeting are produced and circulated to the Committee and the Board. The Chair of the Committee is responsible for ensuring the Committee's annual calendar, meeting agendas, activities, and discussions are in line with and support the Board's role and its annual calendar.
3. Quorum will be a majority of the members present at the meeting.
4. If the Chair of the Committee is not present at the meeting of the Committee, the Chair shall be chosen by the Committee from among the remaining members present.

F. Authority

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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 Buildworks Canada 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
- Buildworks Canada
 - Advertise to membership (on demand)
 - Advertise to industry to gain membership
 - Training of members
 - Increase Buildworks Canada 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.

To Become a Member at Large:

www.rdca.ca/membersatlarge

