



New Brunswick Forest Technicians Association Terms of Reference Executive & Committee Positions of Accountability

Position(s):	Regional Executive Representative		
Committee:	NBFTA Executive Member		
Version:	Original 1.0 (Draft)	Replaces Version:	N/A

GENERAL PURPOSE OF THE POSITION/COMMITTEE: *Briefly describe the position's primary purpose or contribution to the Organization.*

- The position of the Regional Representative is to represent the NBFTA in their respective region of the province and relate NBFTA business to its members.
- The regional executive members will chair a semi-annual meeting to compile reports on matters pertaining to their region.

MEMBERSHIP: *As specified in the NBFTA Constitution, by-laws or otherwise.*

- The regional executive representatives are members of the NBFTA executive

TERM: *As specified in the NBFTA Constitution, by-laws or otherwise.*

- Regional executive members will be elected one from each provincial forest region (circa DNR&E map 1996), by members within each region. (All members will be notified in writing of pending elections).
- Regional executive members will be elected for a two-year term, retiring in an odd number year if their region number is odd, and in an even number year if their number is even. Elections will be held prior to the annual general meeting.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *List essential and important functions and responsibilities. Include all important aspects -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.*

The primary duties and responsibilities of this position include, but are not limited to, the following:

- Promote and maintain effective two-way communication with Association membership and external parties.
- Develop and maintain an action plan.
- Periodically report progress to the executive.
- Assist in Association initiatives, as required.
- Substitute for Executive members at internal and/or external functions, as required.
- The regional executive member shall serve as chair for regional meetings
- Regional reports will be submitted, in writing, to the secretary prior to semi-annual executive general meetings
- Notify all members in their respective region of regional NBFTA meetings well in advance of the meeting

MEETING FREQUENCY: *Include any sub-committees.*

- The regional executive member is responsible to participate in all NBFTA Executive Meetings.
- Regional meetings shall be held semi-annually.

ADDITIONAL INFORMATION: *Include any other information that will aid in the preparation of an accurate description of this position.*

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Revised By		Date	