

**Municipal Information Systems Association of British Columbia
(MISA BC)**

Organizational Structure

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1. ORGANIZATION OF THE ASSOCIATION

1.1 Executive Committee

The Executive shall consist of the President, Vice President, Past President, Secretary and Treasurer. The Executive Committee shall be responsible for the day-to-day activities of the Association and for carrying out the instructions and directions of the Membership.

Each Executive shall be elected to hold office until the expiry of the position's term as prescribed in the following sections of the document or until his/her successor shall have been duly elected and qualified.

Committee chairpersons shall be appointed by the Executive following the annual general meeting, or from time to time. Committee chairpersons shall be required to provide a written report at least annually to the Executive. In addition, all committee chairpersons may be required to report committee activities at any meeting.

The Executive may create and dissolve committees at will.

1.1.1 President

The President shall, when present, preside at all meetings of the members of the Association and of the Executive. The President shall also be charged with the general management and supervision of the affairs and operations of the association. The President with the Vice President or other officer appointed by the Executive for the purpose shall sign all bylaws. During the absence or inability of the President, the Vice President may exercise the President's duties and powers, and if the Vice President, or such other executives as the Executive may appoint for the purpose, exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

Selection:	Elected by the membership
Term of Office:	Two years but not more than two consecutive terms
Prerequisites:	Regular MISA BC member
Executive Voting Rights:	Full voting rights

Responsibility:

The President provides leadership for sound policy management and strategic direction. The President is responsible for performance in accordance with the objectives of the Association in service, prestige, membership and program attendance.

Duties & Administration:

- Set guidelines and policies in conjunction with the Executive for all activities in compliance accordance with the Association Bylaws. The President must ensure that the interests of the Association are not contravened by any action of the membership.
- Preside over all executive meetings.
- Appoint, or ratify the appointment of, the Chairpersons of committees and representatives to other organizations.
- Authorize a change of Chairperson of any committee.
- Act as an ex-officio member of all standing committees.
- Present bylaws changes for approval of the general membership at the annual general meeting.
- Assign specific administrative duties to the Vice President and other members of the Executive.
- Request committee chairpersons and other officers to provide activity reports on a regular basis.

1.1.2 Vice President

The Vice President is responsible to the President and shall assume the duties of the President in the absence or disability of the President. The Vice President shall assist the President in the execution of their duties and responsibilities to the Executive. The Vice President shall also have such additional responsibilities as may be delegated by the Executive or the President.

Selection:	Elected by the membership
Term of Office:	Two years but not more than two consecutive terms
Prerequisites:	Regular MISA BC member
Executive Voting Rights:	Full voting rights

Responsibility:

The Vice President shall assist the President in managing the objectives and administration of the Association. During the absence or inability of the President

to conduct or administrate the business of the Association, the Vice President shall assume the power and duties of the President.

Duties & Administration:

- Act on behalf of the President at any function that the President is unable to attend.
- Attend all meetings of the Executive and serve as a member of the Executive.

1.1.3 Past President

The Past President shall act as an advisor to the President and the Executive and shall undertake such special duties or assignments as may be requested by the Executive from time to time.

Selection: Automatic after serving term of President

Term of Office: Two years but not more than two consecutive terms

Prerequisites: Served as President

Executive Voting Rights: Full voting rights

Responsibility:

The immediate Past President shall act in an advisory role to the Executive and shall undertake special assignments as requested by the President.

Duties & Administration:

- Provide advice to the Executive.
- Organize nominations.
- Annual Conference.

1.1.4 Secretary

The Secretary is responsible to the President and shall be responsible for the day to day affairs of the Society. The Secretary shall ensure all meetings of the Executive Committee and the annual and any special meetings of the membership in general are properly and accurately recorded. The Secretary shall keep all Society records and correspondence of a non-financial nature and shall be the custodian of the Seal of the Society.

The Secretary shall be the custodian of all books, papers, records, correspondence, contracts and other documents of a non-financial nature

belonging to the Association. When terminating office, the Secretary shall turn over all records and property of the Association to his/her successor.

Selection:	Elected by the membership
Term of Office:	Two years but not more than two consecutive terms
Prerequisites:	Regular MISA BC member
Executive Voting Rights:	Full voting rights

Responsibility:

Record minutes of all Executive, Regular, and Special meetings and present them in the form of minutes to the Executive for approval. The Secretary shall arrange for suitable storage of all Association records.

Duties & Administration

- Record the minutes of all Executive, regular and special meetings, and the annual general meeting.
- Send minutes of meetings to the Executive at least a week prior to the next meeting.
- Keep and maintain the official records of the Association, including the Constitution, By-laws and Operating Procedures of the Association.
- Prepare, co-ordinate and distribute all official Association correspondence.
- Provide the incoming Secretary with all books, documents and other Association property required for the position.
- Maintain a list of names, addresses, home and business telephone numbers, e-mail addresses, and fax numbers of incoming Executive.
- Assist with the organization of the annual general meeting by ensuring all members are notified in accordance with the Bylaws.
- Maintain an archive of all publications and promotional material relevant to MISA.

1.1.5 Treasurer

The Treasurer is responsible to the President and shall be responsible for the financial affairs of the Association. The Treasurer shall maintain the financial records of the Association and shall submit financial statements to the Executive or any relevant Governmental agency as directed by the Executive or required by law. The Treasurer shall prepare, for submission to the annual general meeting, an audited set of financial statements and a proposed budget as provided for in the Bylaws. The financial statement must be for the period at the end of the last completed financial year. The financial statement must be for the period ending

not more than 6 months before the annual general meeting. The financial statements must include a statement of receipts and disbursements for the period and a statement of income and expenses and surplus for that period and a balance sheet for the end of period.

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the association in proper books of account and shall deposit all monies or other valuable effects in such bank or banks as the Executive may from time to time decide upon. The Treasurer shall disburse the funds of the Association under the direction of the Executive, taking proper vouchers therefore and shall render to the Executive at the regular meetings thereof or whenever required of him, an account of all his transactions as Treasurer, and a written account of the financial position of the Association. The Treasurer shall also perform such other duties as may from time to time be determined by the Executive.

The Treasurer shall be the custodian of all books, papers, records, correspondence, contracts, membership list, and other documents of a financial nature belonging to the Association. When terminating office, the Treasurer shall turn over all records and property of the Association to his/her successor.

Selection:	Elected by the membership
Term of Office:	Two years but not more than two consecutive terms
Prerequisites:	Regular MISA BC member
Executive Voting Rights:	Full voting rights

Responsibility:

The Treasurer shall disburse the funds of the Association under the direction of the Executive and shall provide the executives an account of all financial transactions in accordance with accepted accounting practices.

Duties & Administration

- Record revenue, expenses, assets and liabilities.
- Report Financial status at each executive meeting and at the annual general meeting.
- Arrange for banking services, ensure sufficient signing officers as defined in the Bylaws and ensure the appropriate documents are filed with the bank.
- Prepare an annual budget.
- Miscellaneous responsibilities:
 - Provide accounting assistance to committees and for special events as requested.

- Pay all invoices and make other disbursements in accordance with the Constitution and Bylaws of the Association or as directed by the Executive. Invoice and receive annual membership fees and keep an accurate record of paid members.
- Review and reimburse committee expenses.
- Maintain adequate liability insurance policies to protect members of the Association.

1.2 Appointed Executive Members

1.2.1 Associate Member (Vendor) Representative

Selection:	Appointed by the Executive
Term of Office:	Two Years
Prerequisites:	An Associate MISA BC Member
Executive Voting Rights:	None

Responsibility:

Provides a link between MISA BC and its Associate Members, for both existing members and those seeking information about MISA BC and its activities and services. Solicits input from and acts as a spokesperson for Associate Member issues and concerns at the Executive.

Duties & Administration:

- Provide a point of contact within MISA BC for both existing Associate Members and for potential members seeking information about MISA BC and its activities and services. Respond to requests for information or advice.
- Monitor and promote membership in MISA BC by private sector organizations providing information technology products or services to local governments. Follow up with members who have not renewed to encourage membership or solicit feedback that would assist with associate member retention.
- Seek out opportunities to contact existing Associate Members to inform them about MISA BC activities and services, and to solicit feedback or suggestions regarding the same.
- Act as a spokesperson for Associate Member issues and concerns at the Executive.

1.2.2 Auditors

Position:	Auditors
Term of Office:	Appointed by the membership at the Annual General Meeting
Executive Voting Rights:	None

Responsibilities:

- Review the financial status of the Association on an annual basis.
- Conduct an independent audit of financial transactions undertaken by the Association and on behalf of the Association.
- Provide the Executive with an audit report.

1.2.3 Newsletter Committee

Selection:	The Executive
Term of Office:	Two years and may serve for multiple consecutive terms
Executive Voting Rights:	None
Committee Size:	One or more regular members

Responsibility:

- Develop program and publicity material that will create public awareness of the goal and objectives of MISA and the accomplishments of its members.
- Gather articles on MISA BC activities for the Association's newsletter, MUNICIPAL INTERFACE, on a bi-monthly basis or as directed by the Executive.
- Prepare and submit a budget request to cover expenses for the publication of all MISA newsletters and publicity material and incidental expenses related to the operation of the committee.
- Authorize all committee expenditures before submitting them to the Executive for approval.
- Maintain the professional image of MISA in all publications and in dealings with the membership and media.

1.2.4 Conference Committee

Reports to:	Past President
Membership:	Conference Committee Chair Conference Treasurer (appointed by the Chair) plus additional members determined by the Chair
Prerequisites:	Committee Chair and Conference Treasurer shall be regular members
Term of Office:	From appointment until approval of final post conference report by the Executive. The final report is due no later than four months following the close of the conference

Responsibilities:

Objective of this committee is to organize and stage the annual conference, under the following areas of responsibility:

- Finances
 - Prepare a conference budget for approval by the Executive before the AGM. Unless otherwise approved by the Executive, the Conference should be *planned as* a revenue generating event for MISA.
 - Open a separate bank account for the Conference, for which the signing authorities shall be the Conference Chair and Conference Treasurer.
 - Maintain complete records of Conference revenues and expenditures for MISA BC Treasurer.
 - Provide regular reports on Conference financial status to the Executive.
 - Provide a summary report and complete accounting records for review and audit by the MISA Treasurer, within four months after the completion of the Conference, at which time the Conference Bank Account shall be closed, funds turned over to the MISA Treasurer, and the MISA Treasurer shall assume responsibility for following up on any unpaid invoices or receivables.
- Reporting. The Conference Committee Chair shall report on a regular basis to the Executive and shall attend executive meetings as required.
- Program. The committee shall prepare a conference program and submit this to the Executive for approval in principle. The program should include a description of the venue, the theme of the conference, keynote speakers, and any special events.
- Logistics. The committee shall arrange for all conference facilities such as meeting rooms, accommodations, meals and audio/visual aids. For vendor displays the committee shall arrange for loading areas, storage room, security,

power and communications; hook ups. The committee shall be aware of the safety and well-being of the delegates to the annual conference.

- Communications/Publicity. The committee shall arrange for all local publicity to advertise the conference in the community and shall work with the Newsletter Committee to communicate with the membership regarding the conference. The committee shall be in charge of protocol for all meetings and events during the conference.
- Registration. The committee shall receive all registrations to the conference, record the names of registrants and make this list available to the membership. The committee shall be responsible for the collection of all fees and charges for the conference.
- Trade Show and Hospitality. The committee shall establish an area of the conference for the trade show for the associate members (vendors) and shall set reasonable fees for the rental of spaces. The committee may allow member vendors to advertise at the show, participate in sessions and hold scheduled hospitality meetings. The committee will be responsible for all licenses and pen-nits for MISA-sponsored events organized as part of the conference.
- Conference Committee manual guidelines should be followed.

1.2.5 Membership Committee

Reports to:	The Executive
Membership:	Regular Members
Committee Size:	One or more regular members
Term of Office:	Two years and may serve for multiple consecutive terms
Purpose:	To encourage and administer membership in MISA BC

Responsibilities:

- Assisting the Treasurer in maintaining membership records
- Notifying existing members of membership renewals
- Providing necessary information for new members to join MISA BC
- Assisting in reconciling membership attendance at meetings and conferences
- Attend Executive meetings upon request of the Executive Committee
- Provide a report on Membership status at the Annual General Meeting
- Encourage membership of local governments and suitable vendors in MISA BC
- Updating the mailing list for the Municipal Interface

1.2.6 Website Committee

Reports to:	The Executive
Membership:	Regular Members
Committee Size:	One or more regular members
Term of Office:	Two years and may serve for multiple consecutive terms

Responsibilities:

This committee has operational responsibility for the MISA BC website, including:

- Negotiation, submission for Executive approval and management of any contracts associated with operation and development of the website
- Preparation and submission to the Executive a budget for the annual operation of the MISA BC website, including funds for any recommended expansion or change of services
- Ensuring that the MISA BC website includes content and functionality as per direction from the Executive
- Reviewing the site and providing regular reports to the Executive on activity associated with the website, including usage trends and feedback received through the site.
- Periodically reviewing the site to ensure that all information provided on the site is appropriate and consistent with MISA's objectives and professional image.
- Solicitation of member input on the format and content of existing member services.

1.2.7 Sister Organizations Committee

Selection:	The Executive
Term of Office:	Two years and may serve for multiple consecutive terms
Prerequisites:	Regular Member
Committee Size:	One or more regular members

Responsibilities:

- Develop and maintain an ongoing professional contact with other local government, ministry and industry associations. Be the MISA BC representative in corresponding with these associations.
- Ensure that the sister organizations are aware of MISA BC activities and events. Extend hospitality services to these associations when they are attending MISA BC event.
- Report to the Executive and members on activities of the sister organizations
- Complementary registrations, when reciprocated, are extended for attendance at the MISA BC spring and fall meetings. Refer to the Executive policy for specific coverage.
- Sister Associations include, but are not limited to, the following: MISA chapters, LGMA, GFOA, URISA, GMIS, MCAWS (Municipal Affairs), UBCM.

