

**Canadian Writing Centres Association/
Association Canadienne des Centres de Rédaction**

**31 May 2019, 11:45am – 1:15pm (PDT)
Emily Carr University of Art and Design, Vancouver, BC**

AGENDA

1. **Call to order**
2. **Adoption of the Agenda of the 12th Annual General Meeting.**
3. **Adoption of the Minutes of the 11th Annual General Meeting, May 25, 2018 in Saskatoon, SK**
4. **President's Report**
5. **Treasurer's Report**
 - a. **Review of the 2018-19 fiscal year-end statements**
 - b. **Vote to waive requirement for audit by public accountant**
6. **Regional Affiliates' Reports**
 - a. **ACWCA**
 - b. **BCWCA**
7. **Business Arising**
 - a. **Proposed bylaw amendment to unify capitalization of titles**
 - b. **Proposed bylaw amendment to 1.2 Definitions – removal of IWCA representative (see below)**
 - c. **Proposed bylaw amendments to 5.9 Descriptions of Roles (see below)**
 - d. **Discussion of membership fee structure**
 - e. **Open forum for members**
8. **New Business**
9. **Elections**

If the proposed bylaw amendment is approved, the following positions will be up for election at this AGM:

 - Membership Chair**
 - Digital Media Chair**
 - Members-at-large (2 positions)**
 - Francophone Representative**
 - Vice President**

10. Adjournment

6a. Proposed Bylaw Amendment

Capitalize the terms "Board of Directors," "Board," and "Annual General Meeting," throughout the document

6b. Proposed Bylaw Amendment: 1.2 Definitions

Current:

"board" means the board of directors of the Association; all officers of the Association are members of the board: President, Vice President, Past President, Secretary, Treasurer, Communications Chair, Francophone Representative, IWCA Representative, Members-at Large, and Conference Chair;

Proposed:

"board" means the Board of Directors of the Association; all officers of the Association are members of the Board: President, Vice President, Past President, Secretary, Treasurer, Digital Media Chair, Membership Chair, Francophone Representative, Members-at-large, and Conference Chair;

6c. Proposed Bylaw Amendment: 5.9 Description of Offices

Current:

1. President of the Board: The President of the Board, shall, when present, preside at all meetings of the board of directors and of the members.

The President also represents the Association to external audiences, presides over general members' meetings, and maintains open and regular communication with the membership to ensure that all members are informed of changes, opportunities, and challenges to the Association. The President also delivers regular reports as required, and publishes the President's report from the annual general meeting to the Association's website. The President also supervises the work of conference organization for the Association's annual conference. The President shall have such other duties and powers as the board may specify.

The President is a two-year term, elected at a general meeting. After two years, the President moves into the Past President role. The Vice President typically succeeds the President after two years, or earlier as needed.

In a case where the Vice President is unable or unwilling to continue in the President role, any current member who has served on the board for a minimum of one year within the previous three years may be nominated to the President position.

In circumstances where no other current member of the Board is willing to serve as President, the current President's term can be extended for up to one year until a successor can be found.

2. Vice President of the Board: If the President of the Board is absent or is unable or refuses to act, the Vice President shall, when present, preside at all meetings of the board of directors and of the members. The Vice President also supports and assists the President in all aspects of the Association's business. The Vice President shall have such other duties and powers as the Board may specify..

The Vice President is a two year-term, elected at a general meeting. The Vice President succeeds the President after two years.

3. Secretary: The Secretary will prepare minutes for all meetings of the membership and the Board, and distribute those minutes within 30 days of each meeting. The Secretary shall give, or cause to be given, as and when instructed, notices to members, directors, and members of committees, and will be the custodian of all books, papers, records, documents and other instruments belonging to the Association. The Secretary will also publish, within the 30 days, the minutes from the annual general meeting to the Association's website.

The Secretary is also responsible for outreach to members, recruitment, publicity, and routine communication. This position is a two-year term, elected at an annual general meeting.

4. Treasurer: The Treasurer administers the finances, submits an annual financial report to the executive and the general membership at an annual general meeting, arranges audited finances (by a public accountant) as required by the executive, and prepares annual filings for Industry Canada in compliance with the Not-for-Profit Association's Act. The Treasurer shares signing authority on the Association's bank account(s) with the President.

This position is a three-year term, elected at an annual general meeting.

5. Past President: The Past President provides support, feedback, and guidance to the President for a one-year term, and helps maintain continuity with the Association's history. The Past President is particularly responsible for ensuring that the requirements of the Not-for Profit Association's Act are known and followed by all members of the Board.

The President automatically moves into the Past President role at the end of the President's two-year-term. If the President is unable or unwilling to move into the role of

Past President, this office will remain vacant until such time that any Past President is willing and able to move into the role.

6. Communications Chair: The Communications Chair is responsible for the content and maintenance of the association's online presence, including the website, social media channels, and any other form of digital presence. The Communications Chair will form a committee of members, in consultation with the Executive of the Board, whose specialized skills and experience will be of direct relevance to the support of the Association's online presence.

The Communications Chair will solicit members for the Communications Committee through a call for interest at the annual general meeting, through a subsequent call to the wider membership via the listserve or any other communications platform, and/or through targeted communications as needed.

The Communications Chair is a two-year term, elected at an annual general meeting.

7. Francophone representative: The Francophone representative(s) may come from any region of Canada. The Francophone representative is responsible for recruiting French members to the Association, providing outreach to the French Canadian community on behalf of the Association, and ensuring that the Association maintains its bilingual purpose.

The Francophone representative is a one-year term, elected at an annual general meeting.

8. Members-at-large: Up to two members-at-large may be elected by the membership at any time that additional representation may be desired. Members-at-large may represent particular constituencies or regions, or they may have specialized skills or experience that are needed by the Board.

The primary responsibilities of the Members-at-large are to support the work of the Association through active participation in Board and Association initiatives, and to promote communication with the membership in their constituency or region.

The Members-at-large positions may be elected at an annual general meeting for a renewable one-year term. From time to time, the Board may need to bring on a person into this position for a term to be specified by the Board.

9. Conference Chair(s) (ex-officio): The Conference Chair supports the planning and execution of the Association's annual conference. The Conference Chair may attend any Board meetings, as deemed necessary by the Board to facilitate conference planning and execution.

The Conference Chair will be primarily responsible for coordinating site logistics for the conference, and so will work closely with (or be) the local host. The Conference Chair will also coordinate the recruitment and training of site volunteers for the conference, as well as providing information on local transportation, accommodation, and amenities for the Association's conference website. As needed, the Conference Chair may convene and chair a conference organizing committee to assist with conference planning and execution.

The Conference Chair is an ex-officio position, and is appointed by the Board for a one-year term.

10. IWCA Representative (ex-officio): The Canadian representative for the International Writing Centre Association (IWCA) shall be an ex-officio member of the Board. This position will report on current programs, events, and initiatives being undertaken by the IWCA that will be of interest to CWCA members. This position will also be responsible for communicating information about CWCA, as a national affiliate, and its programs, events and initiatives back to IWCA.

Proposed:

1. President of the Board:

The President of the Board, shall, when present, preside at all meetings of the Board of Directors and of Association Members.

Tasks and Duties

- preside at all meetings of the Board of Directors and of Association Members
- represent the Association to external audiences
- maintain open and regular communication with the membership to ensure that all members are informed of changes, opportunities, and challenges to the Association
- deliver an annual report about the activities of the Association at the Annual General Meeting which will later be published to the Association's website
- provide an updated list of Directors and any changes to the Association's bylaws after each Annual General Meeting
- supervise and support the organization of the Association's annual conference
- perform other duties and powers as the Board may specify.

The President is a two-year term which typically follows two years as the Association's Vice President. After two years, the President moves into the position of Past President. In a case where the President or Vice President is unable or unwilling to continue in the President role, any current member who has served on the Board for a minimum of one year within the previous three years may be nominated to the President position and elected to the position by members of the Board until the time of the Annual General Meeting.

In circumstances where no other current member of the Board is willing to serve as President, the current President's term can be extended for up to one year until a successor can be found.

2. Vice President of the Board:

The Vice President supports and assists the President in all aspects of the Association's business. If the President of the Board is absent or is unable or refuses to act, the Vice President shall, when present, preside at all meetings of the Board of Directors and of Association members. The Vice President is also responsible for the program of the Association's annual conference and for relationships with other related associations.

Tasks and Duties

- preside at meetings in the absence of the President
- manage the proposal submission and peer-review processes for the Association's annual conference
- plan the Association's annual conference schedule
- working with the Board Executive, plan the agenda of the annual Board retreat
- act as the Association's representative for the International Writing Centres Association (IWCA) and the Canadian Association for Studies in Discourse and Writing (CASDW), unless delegated to another Board member

The Vice President shall have such other duties and powers as the Board may specify.

The Vice President is a two-year term, elected at the Annual General Meeting, from any member with ideally one year's experience of Board service. The Vice President typically succeeds the President after two years.

3. Secretary:

The Secretary is the custodian of all books, papers, records, documents, and other instruments belonging to the Association.

- solicit items for the agendas of Board and regular meetings of Association members
- prepare minutes for all meetings of Association members and the Board
- distribute those minutes within 30 days of each meeting
- give, or cause to be given, as and when instructed, notices to members, directors, and members of committees
- publish, within 30 days, the minutes from the annual general meeting to the Association's website

This position is a two-year term, elected at an Annual General Meeting.

4. Treasurer:

The Treasurer administers the finances of the Association and ensures that the Association's reporting and filings are up-to-date with Industry Canada.

Tasks and Duties

- submit an annual financial report to the Board and Association members at an Annual General Meeting
- prepare annual filings for Industry Canada in compliance with the *Canada Not-for-profit Corporations Act* (NFP Act)
- arranges audited finances (by a public accountant) as required by the Board
- develop, in consultation with the Conference Chair and the Board, a budget for each annual conference
- reimburse payments for any expenditures on behalf of the Association
- manage and monitor annual conference fee payments
- review and recommend changes to the Association's banking practices, as required
- share signing authority on the Association's bank account(s) with the President

This position is a three-year term, elected at the Annual General Meeting.

5. Past President:

The Past President provides support, feedback, and guidance to the President and helps maintain continuity with the Association's history.

Tasks and Duties

- ensure that the requirements of the *Canada Not-for-profit Corporations Act* are known and followed by all members of the Board
- assist the President and Vice President with conducting the business of the Association, as required
- assist in the planning for the annual conference, as required

The Past President is a two-year term. The President typically moves into the position of Past President at the end of the two-year term as President. If the President is unable or unwilling to move into the position of Past President, this office will remain vacant until such time that any Past President is willing and able to fill this position.

6. Digital Media Chair

The Digital Media Chair is responsible for the content and maintenance of the Association's online presence, including the website, social media channels, and any other form of digital presence, and works closely with other Board positions such as the Conference Chair and Membership Chair. The Digital Media Chair may form a committee of members, in consultation with the Executive of the Board, whose specialized skills and experience will be of direct relevance to the support of the Association's online presence. Ensuring that the Association's events and initiatives are widely publicized, particularly the annual conference, is an important element of this role.

Tasks and Duties

- solicit volunteers from the membership for positions on the Digital Media Committee, as required
- schedule meetings of the Digital Media Committee, as needed
- in consultation with the Board, annually determine the overall goals and direction for the Association's digital media presence
- report to regular Board Meetings on the Association's digital media presence and any work of the Digital Media Committee
- develop a clear process for publicizing the Association's events and initiatives, particularly those related to the annual conference

The Digital Media Chair is a two-year term, elected at the Annual General Meeting.

7. Membership Chair

The Membership Chair is responsible for all matters relating to membership in the Association, and works closely with other Board positions such as the Secretary and Digital Media Chair. The Membership Chair may form a committee of members, in consultation with the Board, whose specialized skills and experience will be of direct relevance to the support of the Association's membership initiatives.

Tasks and Duties

- provide communications to members of Association activities
- solicit volunteers from the membership for positions on the Membership Committee, as required
- schedule meetings of the Membership Committee, as needed
- in consultation with the Board, annually determine the overall goals and direction of the Association's membership initiatives
- report to regular Board Meetings on the Association's membership initiatives and on any work of the Membership Committee
- maintain membership records, processing new member applications, membership renewals, and member resignations
- collect data for membership statistics
- identify and recruit potential new members
- develop resources to support members
- recommend changes to membership policy or procedure to the Board
- communicate information and respond to queries about membership
- draft information about membership for the Association website, emails, special marketing materials, etc.

The Membership Coordinator should have three years' experience as a member of the Association. The Membership Chair is a three-year term, elected at the Annual General Meeting.

8. Conference Chair

The Conference Chair supports the planning and execution of the Association's annual Conference. The Conference Chair is typically the local host for the annual conference, though this is not required. The Conference Chair attends all Board meetings to facilitate conference planning and execution. This position may be divided for Conference co-representation and co-facilitation.

Tasks and Duties

- assist the Board in drafting the annual conference theme, call for proposals, and identifying potential keynote speakers for the annual conference
- coordinate site logistics for the conference, including catering, room bookings, technology support, signage, wayfinding, etc.
- coordinate the recruitment and training of annual conference site-volunteers
- provide information on local transportation, accommodation, and amenities for the annual conference website
- assist with planning any offsite activities for the annual conference, including the pre-conference dinner

The Conference Chair is appointed by the Board for a one-year term.

9. Francophone representative:

The Francophone representative(s) may come from any region of Canada.

Tasks and Duties

- recruit French members to the Association and French presenters to the Association's annual conference
- provide outreach to the French-Canadian community on behalf of the Association
- help to ensure that the Association maintains its bilingual purpose

The Francophone representative is a one-year term, elected at the Annual General Meeting.

10. Members-at-large:

Up to two Members-at-large may be elected by the membership at any time that additional representation may be desired. Members-at-large may represent particular constituencies or regions, or they may have specialized skills or experience that are needed by the Board.

Tasks and Duties

- actively participate in Board activities by regularly attending Board meetings and assisting with Board initiatives
- represent CWCA to local, regional, or other constituencies, as required
- assist with the planning and organization of the annual conference, as required
- manage the process for awarding travel grants to conference presenters
- assist with recruitment of and communication with members, as required

- sit as the CWCA representative for other associations, such as the Canadian Association of Studies in Discourse and Writing or the International Writing Centres Association, when the Vice President is unable to do so

The Members-at-large positions are elected at the Annual General Meeting for a one-year term, which may be renewed for one additional year at the discretion of the Board.