

So You're the New Director Now!

What Happens Next?

A Director's Orientation Guide

June 2013

revised June 2016



INTRODUCTION

Service on CSC Board of Directors is an honour that deserves peer recognition by CSC members. It is also a significant responsibility and time commitment. The Board of Directors is happy to have you on board and look forward to working with you.

This Director's Orientation Guide has been developed to function as a useful information package for new and returning Directors. As an adjunct to the Administrative Manual, it is intended to provide the practical information needed to guide you into your new role as a Chapter Director and the requirements that go with this role. It describes in simplified form the organization of CSC, the role of the Board of Directors, and what is expected of you as a Director.

CSC - the organization

CSC is a national multidisciplinary, non-profit association with chapters across Canada. CSC is committed to delivering progressive education, certification, publications and professional networking opportunities for the design + construction community

Construction Specifications Canada is comprised of a general membership from fourteen chapters, a few members at large, and is governed by a Board of Directors. The Board of Directors is comprised of the Executive Council, Chapter Directors, one from each chapter and the Association Registrar. In order to accomplish the goals of our mission statement, the Board of Directors meets face-to-face twice a year, with faxed, phoned and emailed communication throughout the year.

Board of Directors

Congratulations! You are now part of the CSC Board of Directors, dedicated to serving our members and those in the construction industry. The Board of Directors is comprised of the following positions:

- **Executive Council**
 - President
 - 1st Vice-President
 - 2nd Vice-President
 - 3rd Vice-President
 - 4th Vice-President
 - Secretary/Treasurer
 - Immediate Past-President
 - Executive Director
- **Registrar**
- **Chapter Directors**
 - Atlantic
 - Calgary
 - Edmonton
 - Grand Valley
 - Hamilton/Niagara
 - London
 - Montréal
 - Ottawa
 - Québec
 - Regina
 - Saskatoon
 - Toronto
 - Vancouver
 - Winnipeg

The association office is located in Toronto and consists of 3 employees: the Executive Director (who is a member of the Executive Council), and two support positions. Other casual personnel may be engaged depending on workload. All the remaining members of the Board are volunteers like you.

An abbreviated version of the CSC Organizational Chart has been included as Appendix A to help you understand the order and organization of the individuals on the Board of Directors

Appendix B lists the current Board of Directors for your information.

By-laws and Directives

CSC is governed by By-laws and Directives. The By-laws and Directives are too lengthy to include in this document, but are reproduced in the Administrative Manual and posted at www.csc-dcc.ca. Please read and familiarize yourself with them prior to your first Board meeting. It is important that you have a reasonable understanding of the By-laws and Directives that govern our Association.

THE DIRECTOR

Duties and Responsibilities

The Board of Directors has over-all responsibility to manage the affairs of the association and apply the By-laws. As a Chapter Director, you are now involved in the business of running the association. The Board ensures that all CSC sponsored or supported activities are consistent with the association's mission. The Board sets policy; approves the use of the CSC name and logo; monitors the activities of the committees, task forces, interacts with other organizations; and approves an annual budget and allocates both financial and staff resources.

The responsibilities of an individual Director are listed in detail in the Administrative Manual. The main responsibilities include:

- Attend all Board meetings and be prepared to deal with the business of the Board.
- Govern and administer the Constitution By-laws, and policies of the Corporation.
- Actively and conscientiously participate in the business and affairs of the Board.
- Serve as liaison between the Board and chapter members
- Report to the Corporation and Board all matters of importance arising at the Chapter level.
- Provide timely input and advice on issues, proposals and activities brought to, and developed by, the Board.
- Participate on CSC committees and subcommittees.
- Effectively transmit and promote Corporation plans, programs and policies to the Chapter membership by:
 1. The chapter “*Specifier*”, summarizing each Board Meeting.
 2. Verbal report to the Chapter Executive at a Chapter Executive meeting;
 3. Separate mailing of the Director's report solely to Chapter members

Prior to the Board meeting, you will receive a "Board Package" including all the Director's reports, meeting agendas and Executive Council reports. It is important that your report to the Board of Directors is submitted by the deadline established by the Executive Director in order for it to be included in this package. This gives all the Board members time to read the reports ahead of the meeting. Reports brought to and distributed at the meeting are often not read.

As a Director, you have specific duties relating to preparation for the Board of Directors meetings. Although they are listed in Chapter 4 of the Administrative Manual, the main duties are repeated here in abbreviated form.

- Submit a written report to the Board of Directors prior to each meeting of the Board within the time frame provided to you by the Executive Director. It should also be noted that your ability to get your reports to the Board on time affects your chapter's chances of winning the Lloyd Boddy Award.
- Prepare the report in accordance with the DIRECTORS' REPORT GUIDE, in Chapter 4 of the Administrative Manual. Comments for each topic should be specific and concise, not too wordy, and following the outline provided in the guide. The Executive Director will also send you a report template when requesting submission of your report.
- Reports should be submitted on Chapter letterhead.
- All reports submitted must include Financial Exhibits A and B.
- Exhibit C "Chapter Awards Data Sheet", for the previous calendar year, is submitted in the March (spring) meeting report only.
- Information pertaining to nominations, identifying the nominations officers and schedule for election of Chapter Executive as a minimum, is submitted in the March (spring) report only.
- Copies of Exhibits "A", "B", "C", "D" and "E" are included in Appendix C of this document. An electronic copy in Microsoft Word can be obtained from the association office.
- Read the entire "Board Package" received from the association office, including previous meeting minutes, prior to the Board meetings.

Following the Board meeting, Directors are required to report meeting activities to their Chapter membership in the form of a "Director's Report". This is the most effective way of keeping the membership abreast of what is happening at the national level. Directors are encouraged to keep this in mind as they go through the Board meeting process. Judiciously made notations during the meeting can lighten the load considerably when composing the report for your chapter.

Meeting Attendance

A Board of Directors meeting is held twice a year, usually in early March and early October. The association office will send you notification in advance of each meeting, when to make travel arrangements, and when you are expected to arrive. Travel arrangements should be made with the travel agent listed in this notification package. Arrival dates depend on the location of your chapter and may require you to arrive the evening before the meeting. CSC pays for travel, accommodation and meals which you incur because of the Board meeting.

A Director must be acquainted with all aspects of the organization and has a duty to stay informed of all events that transpire at meetings. Although this can be accomplished by reading minutes and financial statements, not attending meetings creates lack of continuity and communication. Directors are strongly encouraged to make every effort to attend each meeting. In the event that you cannot attend a meeting, contact the association office for approval of a replacement.

Meeting Procedures

Meetings are scheduled to occur over a weekend and Directors are expected to arrive in time for the start of the meeting on Saturday. The weekend is very full and generally proceeds as follows:

Saturday:

Informal working sessions commence on Saturday morning. The purpose of these working sessions is to allow for introductions, reviews, and informal discussions of issues and topics that affect the direction of CSC as a national association.

To be an active, responsible participant in these sessions, familiarization with the board package distributed by the Executive Director is essential. Many of the topics discussed on Saturday will require your vote at the formal Sunday Board Meeting. The topic range will include the Association's budget, strategic planning for the committees described in Part 3 of the Administrative Manual, current portfolio reports, new initiatives and possibly presentations by non-board members on current issues. Casual attire is the accepted norm for Saturday."

Saturday evening is the Directors' Forum; a time set aside specifically for the Directors. The Executive Council, although present, will not participate unless it is requested.

The Directors' Forum is an opportunity for Directors to get to know one another in an informal setting, exchange ideas and address any issues and concerns you or your chapter may have. The Forum will have an informal agenda with agenda items requested from the Directors prior to the meeting. Forward all agenda items to the 4th Vice President.

Notes from the Directors Form will be forwarded to all present for their information and use.

Sunday:

This is the formal portion of the weekend. Business attire is recommended and photographs may be taken. Rules of order are used to guide the meeting and to ensure that an official process is in place for getting things done. CSC uses Bourinot's Rules of Order for its meetings. You will receive a copy of this booklet prior to your first Board of Directors Meeting. You are expected to review the information contained in this book in order to familiarize yourself with this method of conducting meetings.

Rules of Order:

The President is the Chair of the meeting. After the meeting is called to order, the Chair guides the meeting from that point. The Chair will decide who speaks in order to ensure that everyone is heard fairly, and that the meeting remains civil and on schedule.

If an issue calls for a decision or action, a motion by the board will be required. After the motion is "Seconded" the Chair will call for discussion. The Chair will guide the discussion to ensure everyone is heard. When the discussion is finished, he will call for a vote, which is usually done by a show of hands. The Chair will tally the votes and declare whether it passed or was defeated. In the case of a tie, the Chair will cast the deciding vote (the Chair does not vote otherwise).

Minutes:

Minutes will be recorded at each meeting. After the minutes are written, the Board must approve that they accurately reflect what took place during the meeting. This is typically done at the next meeting. You will be issued the minutes of the last meeting in your "Board Package" that usually arrives two weeks prior to the meeting. Please read these minutes prior to the meeting.

Confidentiality

From time to time, certain issues will be discussed of a confidential nature. You will be made aware of which issues are considered confidential and you will be expected to honour the request of confidentiality.

Liability

Directors must be careful in fulfilling their duties to the association and have a full understanding of their potential personal liability. Furthermore, they must be aware of the duty of care they owe in law - both statutory and common law.

Prior to your first Board meeting, read and acquaint yourself with the booklet included with this package entitled "Duties and Responsibilities of Directors of Non-Profit Corporations". It highlights some of the important duties and liabilities of Directors of non-profit organizations, as well as ways in which directors may successfully avoid personal liability.

Conflict of Interest

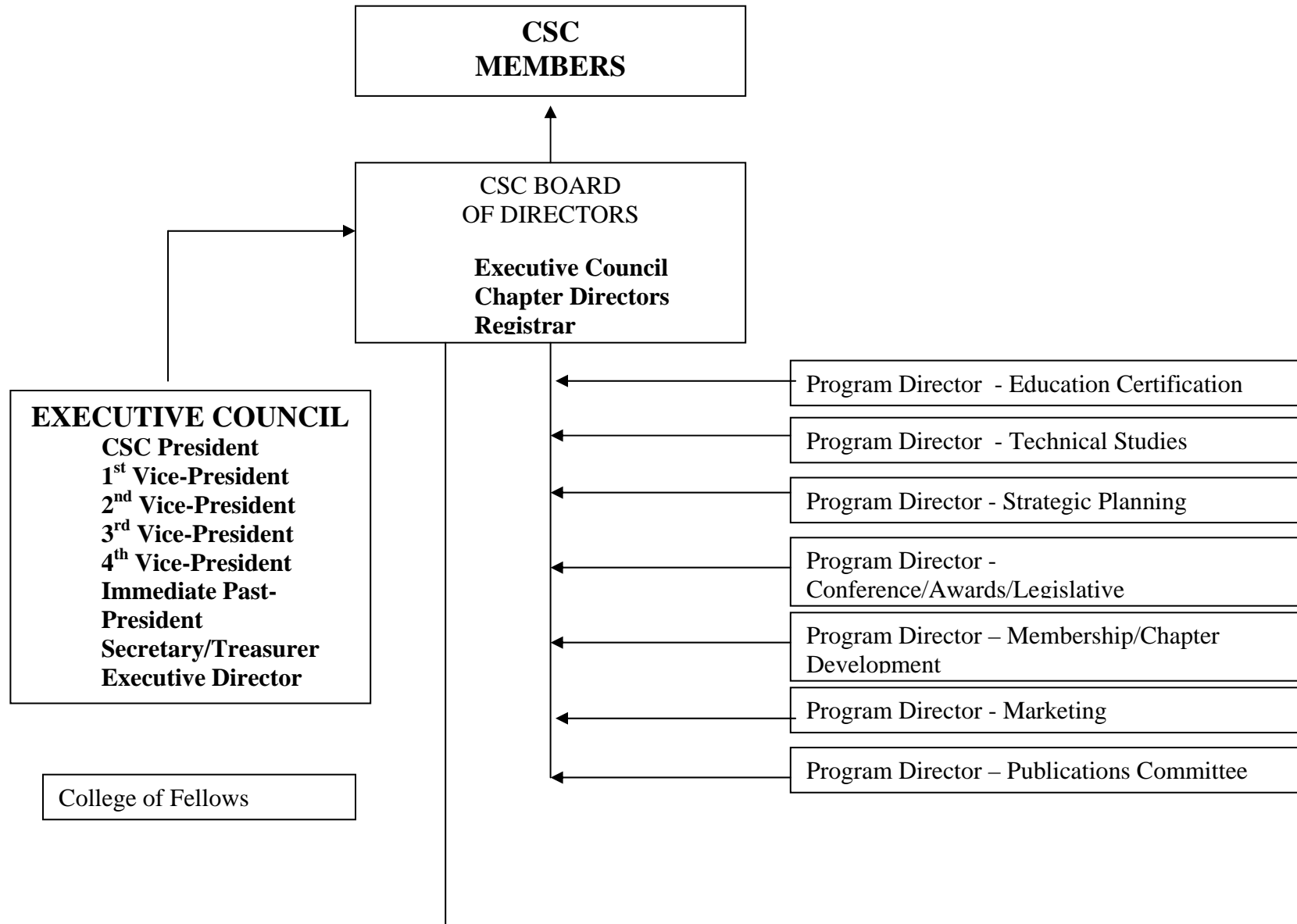
At times, Board members may find that they have a conflict of interest on certain issues. They may contract services with the Association or be employed by an organization that does, or are a member of another association whereby they act on behalf of that association in various business ventures that are in competition with CSC. If a conflict does exist the Board member must declare the conflict and refrain from discussing or voting on the issue.

Acronyms:

During the meetings on both Saturday and Sunday, acronyms are used extensively, some may be familiar some may not, to assist your understanding of the topic being discussed, an acronyms list has been included, refer to the Appendix 'D' Acronyms.

APPENDIX “A”

CONSTRUCTION SPECIFICATIONS CANADA ORGANIZATION CHART



APPENDIX “B”

Board 2016-17

Administrator: N/A

President
Peter Hiebert

C/S Construction Specialties Inc.
6510 Bow Crescent NW
Calgary, AB T3B 2B9

Work (587) 998-7146 Ext.
Fax
E-Mail PHiebert@c-sgroup.com

1st Vice President
David Boyle

W.R. Meadows of Canada
3 King's Hill Lane
Brantford, ON N3T 6A3

Work (905) 878-4122 Ext.
Fax (905) 878-4125
E-Mail dboyle@wrmeadows.com

2nd Vice President
Paul D. Gerber

Archispectrual Consulting Inc.
259 Casswell Court
Waterloo, ON N2J 4Y4

Work (519) 883-8450 Ext.
Fax
E-Mail paul.gerber@archispectrual.ca

3rd Vice President
Greg Hofsted

KAWNEER - An Alcoa Company
Suite #540 - 3336 Portage Ave.
Winnipeg, MB R3K 2H9

Work (204) 864-2505 Ext.
Fax
E-Mail greg.hofsted@alcoa.com

4th Vice President
Wyatt Eckert

P3Architecture Partnership
2292 Dewdney Ave.
Regina, SK S4R 1H3

Work (306) 757-1669 Ext.
Fax (306) 352-0004
E-Mail cscwyatteckert@gmail.com

Past Pres.
Peter S. Emmett

Architecture49 Inc.
1640 Market Street
Halifax, NS B3J 2C8

Work (902) 429-5490 Ext. 104
Fax (902) 429-2632
E-Mail peter.emmett@architecture49.com

Secretary/Treasurer
Sandro Ubaldino

NORR Ltd. Architects Engineers Planners
175 Bloor St. East
North Tower, 15th Floor
Toronto, ON M4W 3R8

Work (416) 944-7805 Ext.
Fax (416) 929-3635
E-Mail sandro.ubaldino@norr.com

Executive Director
Nick Franjic, CAE

CSC
120 Carlton Street, Suite 312
Toronto, ON M5A 4K2

Work (416) 777-2198 Ext.
Fax (416) 777-2197
E-Mail nfranjic@on.aibn.com

Committee List Report

Date: 2016-06-29

Time: 11:27:57

<p>Atlantic Chapter Adam Strachan</p> <p>CBCL Limited 1489 Hollis Street Halifax, NS B3J 3M5</p> <p>Work (902) 421-7241 Ext. Fax (902) 423-3938 E-Mail adams@cbcl.ca</p>	<p>Calgary Chapter Sylvie Dzikewich</p> <p>MAPEI Inc. #110, 10707 - 25th St. NE Calgary, AB T3N 0A4</p> <p>Work (403) 700-4031 Ext. Fax E-Mail sdzikewich@mapei.com</p>
<p>Edmonton Chapter Skip Helfrich</p> <p>Desco Coatings of Alberta Ltd. 8017 Coronet Road Edmonton, AB T6E 4N7</p> <p>Work (780) 466-3101 Ext. Fax (780) 466-7241 E-Mail skiph@descoalberta.com</p>	<p>Grand Valley Chapter Russell Snow</p> <p>W.R. Meadows of Canada 70 Hannant Court Milton, ON L9T 5C1</p> <p>Work (905) 878-4122 Ext. Fax (905) 878-4125 E-Mail rsnow@wrmeadows.com</p>
<p>Hamilton Niagara Cha Stanley M. Bury</p> <p>DIALOG #1000 - 2 Bloor St. E Toronto, ON M4W 1A8</p> <p>Work (647) 438-4212 Ext. Fax (416) 966-0223 E-Mail sbury@dialogdesign.ca</p>	<p>London Chapter Kees Govers</p> <p>LiveRoof Ontario Inc. 818 Berkshire Drive Woodstock, ON N4S 8R5</p> <p>Work Ext. Fax (519) 264-1337 E-Mail kees@liveroofontario.ca</p>
<p>Montreal Chapter Yvon Lachance</p> <p>BGLA Architecture + Design Urbain 1435, St-Alexandre, bureau 400 Montréal, QC H3A 2G4</p> <p>Work (514) 875-1168 Ext. Fax (514) 875-2168 E-Mail ylachance@bgl.ca</p>	<p>Ottawa Chapter Sonia Zouari</p> <p>Parks Canada 1147 Clyde Ave. Ottawa, ON K2C 4B2</p> <p>Work (819) 420-9612 Ext. Fax E-Mail sonia.zouari@pc.gc.ca</p>

Committee List Report

Date: 2016-06-29

Time: 11:27:57

<p>Quebec Chapter Guy Houle Sika Sarnafil 601 Ave Delmar Pointe-Claire, QC H9R 4A9</p> <p>Work (438) 889-6231 Ext. Fax (514) 697-3087 E-Mail houle.guy@ca.sika.com</p>	<p>Regina Chapter Dylan Elliott SEPW Architecture Inc. 109 - 3725 Pasqua Street Regina, SK S4S 6W8</p> <p>Work (306) 569-2255 Ext. Fax E-Mail dellott@sepw.ca</p>
<p>Saskatoon Chapter Brent Fraser Henry Downing Architects 2233 Avenue C North Saskatoon, SK S7L 5Z2</p> <p>Work (306) 652-5044 Ext. Fax (306) 665-0082 E-Mail bfraser@henrydowning.ca</p>	<p>Toronto Chapter Kazim (Kaz) Kanani Quadrangle Architects Ltd. #701 - 901 King St. W Toronto, ON M5V 3H5</p> <p>Work (416) 598-1240 Ext. 281 Fax (416) 904-7263 E-Mail kaz@kananiassoc.com</p>
<p>Vancouver Chapter Kimberly J. Tompkins Tec Agencies Ltd. #106 - 4238 Lozells Ave. Burnaby, BC V5A 0C4</p> <p>Work (604) 880-4470 Ext. Fax E-Mail kim@tecagencies.com</p>	<p>Vancouver Island Cha David A. Graham d.graham ARCHITECTURE inc. 9719 1st Street Sidney, BC V8L 3E1</p> <p>Work (250) 508-8224 Ext. Fax E-Mail graham.architecture@gmail.com</p>
<p>Winnipeg Chapter Barb Boroskae Winnipeg Construction Association 1447 Waverley St. Winnipeg, MB R3T 0P7</p> <p>Work (204) 775-8664 Ext. 2235 Fax E-Mail Barb.Boroskae@winnipegconstruc</p>	<p>Registrar Keith Robinson DIALOG Suite 100, 10237 - 104 St. NW Edmonton, AB T5J 1B1</p> <p>Work (780) 429-1580 Ext. Fax (780) 429-2848 E-Mail krobinson@dialogdesign.ca</p>

APPENDIX “C”

CONSTRUCTION SPECIFICATIONS CANADA

EXHIBIT 'A'

_____ Chapter

STATEMENT OF ASSETS, LIABILITIES AND SURPLUS

as at March 31, 20

ASSETS

CURRENT ASSETS

Petty Cash		\$	_____	
Chequing Accounts		\$	_____	
Saving Accounts		\$	_____	
Total Cash.....				\$ _____
Term Deposits (1 Year or Less).....				\$ _____
Accounts Receivable.....				\$ _____
GST Rebate Receivable (From Previous Year)				\$ _____
Goods for Resale.....				\$ _____
Documents for Resale.....				\$ _____
Office Supplies				\$ _____
Other Current Assets	[]	\$	_____	\$ _____
	[]	\$	_____	_____
TOTAL CURRENT ASSETS				\$ _____

LONG TERM ASSETS

GIC's (Over 1 Year Term)				\$ _____
Furniture and Equipment		\$	_____	
Less Accumulated Depreciation		\$	_____	
TOTAL LONG TERM ASSETS				\$ _____

TOTAL ASSETS (A).....\$ _____

LIABILITIES

Accounts Payable.....				\$ _____
GST Collected		\$	_____	
GST Paid on F & B x 50%		\$	()	
GST Paid on Other Purchases		\$	()	
GST Owing (Rebate)				\$ _____
Other Liabilities	[]			\$ _____
	[]			\$ _____
TOTAL LIABILITIES (B)				\$ _____

SURPLUS

Retained Earnings		\$	_____	(from previous year)
Current Earnings		\$	_____	(from Exhibit B)
TOTAL SURPLUS ©				\$ _____

LIABILITIES AND SURPLUS (B + C = A).....\$ _____

NB: This report must include all Chapter assets and liabilities.

CHAPTER FINANCIAL REPORT
STATEMENT OF INCOME AND EXPENSES
 For the 12 month period April 1, 20 _____ to March 31, 20 _____

INCOME

Amount
 (Excluding GST)

Dinner Meetings.....	\$ _____
Trade Shows.....	_____
Seminars.....	_____
Advertising	_____
Sales	_____
Chapter Rebate	_____
Interest	_____
Education Courses.....	_____
Other.....	_____
.....	_____
.....	_____
Total Income	\$ _____

EXPENSES

Amount
 (Including PST, Excluding GST)

Dinner Meetings.....	\$ _____
Connections Café	_____
Seminars.....	_____
Chapter Administration	
Food and beverage (to include 50% of GST paid).....	_____
Other Expenses	_____
Newsletter and Meeting Notices	_____
Membership and Promotion	_____
Technical Program	_____
Transfers to Corporation	_____
Other:	
Bank Charges.....	_____
Conference Honorarium	_____
Awards.....	_____
Education Courses	_____
Golf Tournament	_____

Total Expenses	\$ _____
Net Income (Loss).....	\$ _____
GST Paid – Food and Beverage x 50%	_____
GST- Other	_____
Total GST Input Tax Credits.....	\$ _____
Less GST Collected	_____
GST Rebate (Liability).....	_____
Expenses Paid to Members and Organizations Under the Substantial Control of Members (this figure should be included in the expenses shown above).....	\$ _____

CHAPTER AWARDS DATA SHEET
JANUARY 1, _____ to DECEMBER 31, _____

- 1. Membership Growth:
1. Chapter Membership January 1, 20:
2. Chapter Membership December 31, 20 :

2. Regular Monthly Meeting Attendance (Excluding Social Events):

Table with 2 columns: Month and Attendance. Rows include January through December (with June (golf)).

3. Financial Contribution

Table for financial contribution with rows for Chapter Rebate Amount Retained by Corporation, Other Financial Contribution to CSC (Cash and other), and Total Financial Contribution to Corporation.

4. CSC Conference Attendance:

- 1. Number of Chapter Members Attending (including Chapter Executive)
2. Chapter Executive Attendance:
Director:
Chairman:
Number of Other Executive:

5. Professional Development/Education:

- 1. Number of Student Members.....
2. Chapter Seminars (no. of attendees) -
3. Continuing Education Courses (no. of attendees).....
4. Number of new RSW's
5. Number of new CTR's
6. Number of new CCCA's.....

6. Chapter Newsletter:

- 1. Number of Issues
2. Number of Director's Reports
3. Number of Chapter Chair Reports
4. Number of other Chapter Executive Reports..... -
3. Number of Technical Articles.....
4. Conforms to CSC Format

**CONSTRUCTION SPECIFICATIONS CANADA
EXHIBIT 'D'**

Chapter _____

STATEMENT OF ASSETS, LIABILITIES AND SURPLUS as at December 31, 20

ASSETS

CURRENT ASSETS

Petty Cash		\$	_____	
Chequing Accounts		\$	_____	
Saving Accounts		\$	_____	
Total Cash.....				\$ _____
Term Deposits (1 Year or Less).....				\$ _____
Accounts Receivable.....				\$ _____
GST Rebate Receivable (From Previous Year)				\$ _____
Goods for Resale.....				\$ _____
Documents for Resale.....				\$ _____
Office Supplies				\$ _____
Other Current Assets	[]	\$	_____	\$ _____
	[]	\$	_____	_____
TOTAL CURRENT ASSETS				\$ _____

LONG TERM ASSETS

GIC's (Over 1 Year Term).....				\$ _____
Furniture and Equipment		\$	_____	
Less Accumulated Depreciation		\$	_____	
TOTAL LONG TERM ASSETS				\$ _____

TOTAL ASSETS (A).....\$ _____

LIABILITIES

Accounts Payable.....				\$ _____
GST Collected		\$	_____	
GST Paid on F & B x 50%		\$	()	
GST Paid on Other Purchases		\$	()	
GST Owing (Rebate)				\$ _____
Other Liabilities	[]			\$ _____
	[]			\$ _____
TOTAL LIABILITIES (B)				\$ _____

SURPLUS

Retained Earnings		\$		(from previous year)
Current Earnings		\$	_____	(from Exhibit B)
TOTAL SURPLUS ©				\$ _____
LIABILITIES AND SURPLUS (B + C = A)				\$ _____

NB: This report must include all Chapter assets and liabilities.

CHAPTER FINANCIAL REPORT
STATEMENT OF INCOME AND EXPENSES
 For the 9 month period April 1, 20 _____ to December 31, 20 _____

INCOME

Amount
 (Excluding GST)

Dinner Meetings.....	\$ _____
Trade Shows.....	_____
Seminars.....	_____
Advertising	_____
Sales	_____
Chapter Rebate	_____
Interest	_____
Education Courses.....	_____
Other.....	_____
.....	_____
.....	_____
Total Income.....	\$ _____

EXPENSES

Amount
 (Including PST, Excluding GST)

Dinner Meetings.....	\$ _____
Connections Café	_____
Seminars.....	_____
Chapter Administration	
Food and beverage (to include 50% of GST paid)	_____
Other Expenses	_____
Newsletter and Meeting Notices	_____
Membership and Promotion	_____
Technical Program	_____
Transfers to Corporation	_____
Other:	
Bank Charges.....	_____
Conference Honorarium	_____
Awards.....	_____
Education Courses	_____
Golf Tournament	_____

Total Expenses.....	\$ _____
Net Income (Loss).....	\$ _____
GST Paid – Food and Beverage x50%	_____
GST- Other	_____
Total GST Input Tax Credits.....	\$ _____
Less GST Collected	_____
GST Rebate (Liability).....	_____
Expenses Paid to Members and Organizations Under the Substantial Control of Members (this figure should be included in the expenses shown above).....	\$ _____

APPENDIX “D”

REFERENCES

<u>Abbreviation</u>	<u>Definition</u>
A	
AAA	Alberta Architects Association
AATO	Association of Architectural Technologist of Ontario
ACC	(CCCA)
ACEC	Association of Consulting Engineers of Canada
ACM	Annual Chapter Meeting
AEC	Architecture, Engineering and Construction
AGM	Annual General Meeting
APEGGA	Alberta Professional Engineers Association, Geologists and Geophysicists of Alberta

B

BIM	Building Information Modelling
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C

CAE	Certified Association Executive
CanBIM	Canada BIM Council
CCA	Canadian Construction Association
CCAB	Canadian Circulation Audit Board
CCCA	Certified Construction Contract Administrator
CCDC	Canadian Construction Documents Committee
CCS	Certified Construction Specifier (CSI Designation)
CEO	Consulting Engineers of Ontario
CET	Certified Engineering Technician
CIACO	Construction Industry Advisory Council of Ontario
CICC	Construction Industry Consultative Committee
CITITT	Construction Industry Terminology Initiative Task Team
CMDC	Canadian Masonry Design Center
CMS	Canadian Master Specification
CPCI	Canadian Precast Concrete Institute
CPP	Canadian Pension Plan
CSF	Construction Specification Foundation
CSI	Construction Specification Institute
CSP	Certified Specification Practitioner
CTR	Certified Technical Representative

D

DA	Delegates Assembly
DACUM	Developing a Curriculum

E

EAC	Editorial Advisory Committee
EC	Executive Council
ECC	Education Certification Committee
ERM	Education Resource Manual

F

FCSC	Fellow Construction Specification Canada
FCSI	Fellow Construction Specification Institute

G

GAMA Glass and Architectural Metals Association
GCA Glazing Contractors Association

H

HTML Hyer Text Mark-up Language

I

IBC Institute for BIM in Canada
ICIS International Construction Information Society
IDC Interior Designers of Canada
IFD International Framework for Dictionaries
INDECORE Industry Developed Core

K

KPI Kenilworth Publishing Inc

L

LEED Leadership in Energy and Environmental Design

M

MAA Manitoba Association of Architects
MAATO Member of AATO
MF MasterFormat
MFMTT MasterFormat Maintenance Task Team
MOP Manual of Practice
MOU Memorandum of Understanding (generally with a government agency)
MPI Master Painters Institute

N

NAIT Northern Alberta Institute of Technology
NMS National Master Specification
NMSS National Master Specifications Secretariat

O

OAA Ontario Association of Architects
OCCS Omniclass Construction Classification System (OmniClass)
OCN Ottawa Construction News
OGCA Ontarion General Contractors Association
OHSA Occupational Health & Safety Act
OLE On-Line Education

P

PCD Principles of Construction Documentation
PDF Portable Document Format
PIDIM Professional Interior Design Institute of Manitoba
PWGSC Public Works and Government Services Canada

Q

QDC Quality Documents Committee
QBC Quebec Building Council

R

RAIC Royal Architectural Institute of Canada
RDA (RSW)
RFP Request For Proposals
RTC (CTR)
RSW Registered Specification Writer
RTF Rich Text Format

S

SAIT Southern Alberta Institute of Technology

T

TSC Technical Studies Committee
TTMAC Terrazzo, Tile and Marble Association of Canada

U

UDS Uniformed Drawing System

W

WHMIS Workplace Hazardous Materials Information System
WSIB Workplace Safety and Insurance Board