



*Congratulations, you
have been elected to
the Executive
Council!*

What Happens Next?

An Elected Vice President's
Leadership / Orientation Guide

December 2016

INTRODUCTION

Service on the Executive Council as ascending Vice President is an honour bestowed on the individual elected by his CSC peers. It is also a significant responsibility and time commitment.

This Vice President's Guide has been developed to function as a useful information package for new elected officials of the Executive Council. As an adjunct to the Administrative Manual, it is intended to provide the practical information needed to guide you into your new role as incoming Vice President and the requirements that go with this role.

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 fifteen 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.

Executive Council

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

- President
- 1st Vice President
- 2nd Vice President
- 3rd Vice President
- 4th Vice President
- Past President/ Registrar
- Executive Director
- Treasurer

The President and Vice Presidents

The President and Vice Presidents are responsible for the welfare of the Association. Being the President or a Vice President does not mean you have to do everything yourself. CSC has developed an excellent vehicle for ascending through the various portfolios initially from 4th Vice President to President, and then Past President.

Each Vice President is responsible for a particular portfolio ensuring an overall appreciation of the Association, its governance, and initiatives. Refer to CSC Administrative Manual - Part 3, for a description of CSC committees.

Vice President Membership, Chapter Development and Communications Portfolio

(Refer to Section 11.4 of CSC Administrative Manual – Part 3). The portfolio includes encouraging renewal of membership, assisting Chapters to promote CSC with the goal of recruiting new members, closely monitoring and offering assistance and leadership where possible to help foster the ranks of the fifteen chapters, and communicating with Chapter newsletter editors to foster quality communication between the Association and the membership by way of the Specifier newsletter. Whether assisting in new Chapter Development, clearly defined in the Administration Manual, or helping a chapter which is experiencing problems maintaining its numbers overall or at regular meetings, the Vice President can offer assistance by organizing various mentors in the Association including the Executive Director and other leaders within the Association.

In addition to the responsibilities listed in the Administrative Manual, the Vice President is responsible to chair the Directors' Forum, at both the spring and fall Board meetings. The Directors' Forum provides an opportunity for each director to raise questions, issues, and comments at a relatively informal venue. The Vice President chairs this forum, being fair and considerate but also firm to ensure that everyone has a chance to air their views and opinions. During these discussions the Executive Council leaves the floor open for the Directors only, but is sometimes called on to address concerns raised. As part of the "communication" part of the portfolio, following the spring and fall Board meeting, the minutes of the Director's Forum should be sent to the Directors immediately for further discourse. Additionally, the Vice President should encourage dialogue among the chapters.

When elected as VP you are designated to become either Chair of Technical Studies, or Chair of the Education Certification Committee for a two-year term while you are a VP. During your term as VP, it is recommended and beneficial for you to become a standing committee member of the opposite portfolio for which you are designated, so you could gain a better understanding of the workings of that committee.

Vice President Legislative, Conferences and Awards Portfolio.

Refer to Section 11.2 Legislative, Section 11.7 Conferences, and Section 11.13 Award Program in the CSC Administrative Manual – Part 3 for further information.

1st and 2nd Vice Presidents

The 1st Vice President and 2nd Vice President are the Program Directors responsible for either Technical Studies or Education Certification Committee, each for a two-year term. Refer to Section 11.8 Technical Studies and Section 11.10 in the CSC Administrative Manual – Part 3 for further information.

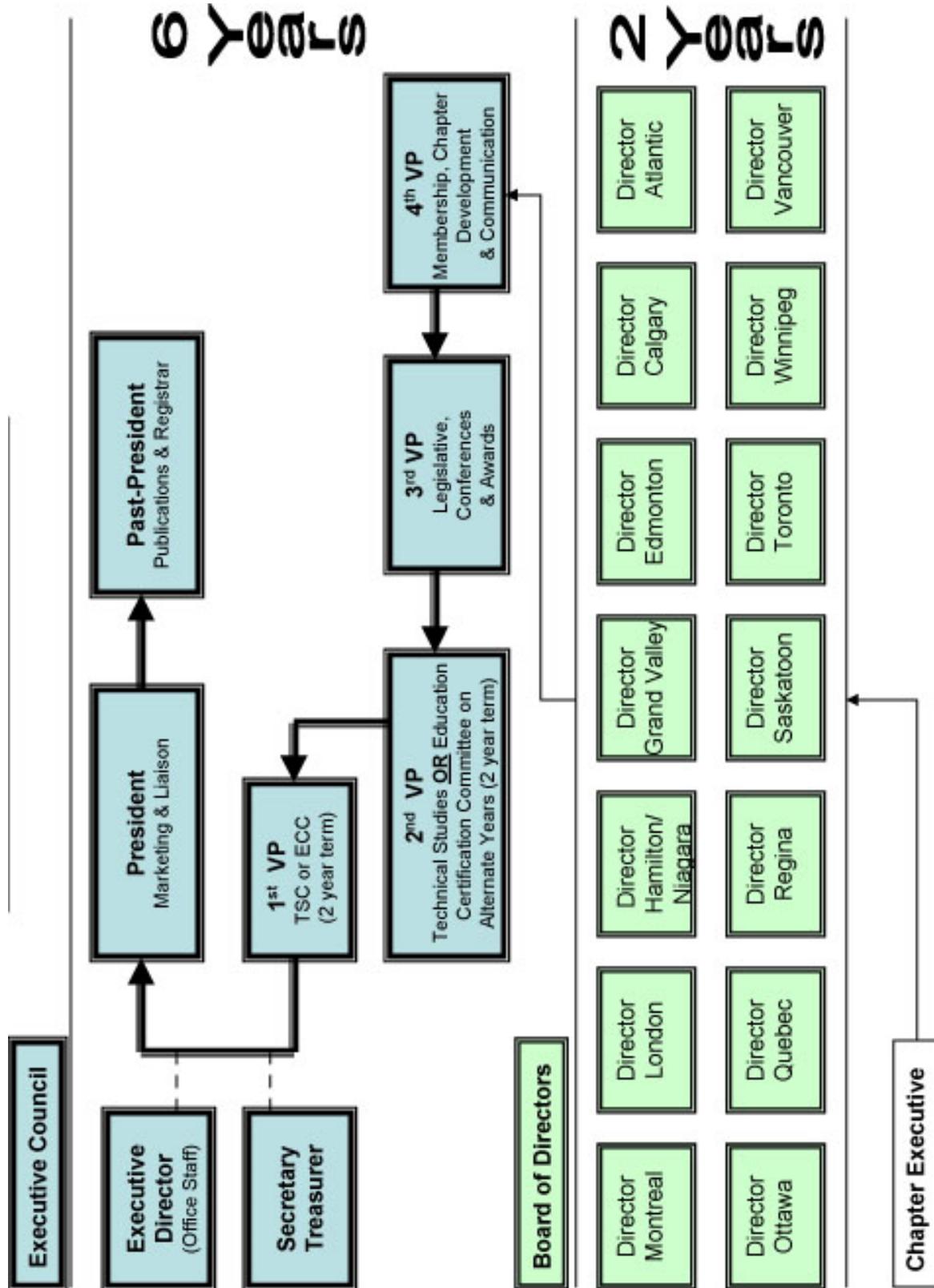
President

The President is responsible for Liaison and identifying a Marketing Chair. Refer to Section 11.5 Liaison and Section 11.6 Marketing in the CSC Administrative Manual – Part 3 for further information.

Past President

The Past President is responsible for Publications, Refer to Section 11.9 Publications in the CSC Administrative Manual – Part 3 for further information.

RESPONSIBILITY FLOW CHART



KEY PROGRAMS

The Association has two key programs related to technical studies, and education. The Technical Studies Committee's (TSC) goals are to formulate programs of technical and related studies, to liaise with other technical bodies provincially, nationally and internationally, and to develop and maintain systems and procedures related to the management and communication of information related to the construction industry. The Education and Certification Committee's (ECC) objectives are to provide guidance and coordination to the certification/registration subcommittees, and to endeavour to develop, promote, and deliver certification/registration programs and education courses. Specific objectives for both programs are listed in the CSC Administrative Manual – Part 3.

LEADERSHIP

Regardless of the portfolio, the following task functions should be adhered to when acting in a leadership role:

.1	Initiating	Defining a problem, suggesting procedures for problem solving, making a proposal.
.2	Seeking Information or Opinions	Requesting background data, generating suggestions and ideas, gathering facts.
.3	Giving Information or Opinions	Offering facts or relevant information, stating beliefs, sharing new ideas or suggestions.
.4	Clarifying or Elaborating	Interpreting others' ideas, clearing up confusion, pointing out alternatives.
.5	Summarizing	Pulling related ideas together, establishing where the group is and what has been covered.
.6	Testing Agreement	Checking to see if the group has come to a consensus or reached an understanding.
.7	Encouraging	Being responsive to and accepting others, listening and trying to understand.
.8	Expressing Group Feelings	Being sensitive to how the group feels and being aware of interpersonal relationships within the group.
.9	Harmonizing	Attempting to reconcile opposing points of view.
.10	Compromising	Admitting to error if you make one, helping to maintain a group feeling, offering to compromise your own position to help the group.
.11	Gate-Keeping	Keeping the discussion a group effort, maintaining active participation.
.12	Setting Standards	Code of operation adopted by the group.

MEETINGS

In general when managers/leaders meet, an agenda should be prepared and sent to all participants. After the meeting, minutes should be prepared and sent to all participants. Minutes of meetings should, if possible, be organized into numbered agenda points with an order of the day clearly identifying the specific subjects discussed. CSC management recommends Bourinot's Rules of Order and a copy of this document is given to each new director at their first Board meeting. (For reasons of time, it is always important to discuss the progress of the item discussed but not how or which actions are to be implemented to reach the objectives. This is the work of the sub-committee.)

A summary of meetings should include:

- A short description of subject in question e.g. recruitment;
- A short summary of the discussion which took place including the most salient points;
- A short conclusion of follow-up or if the assignment is terminated.

For important projects or action plans it is advantageous to agree that the team leader of the action plan will make progress reports at agreed intervals. Because of the volunteer nature of CSC, mutual respect must be observed at all times and encouragement be given to the volunteer should objectives be difficult to achieve.

The next meeting's agenda should bring back the items that have not been settled in the last meeting.

CORRESPONDENCE

Members of the Executive Council should include the assigned chapter directors in correspondence that is not of a sensitive or confidential nature. The Executive Director should be copied on all correspondence.

END