



TIAA's mission is to improve and elevate the technical and general knowledge of the mechanical insulation industry in Alberta, promoting excellence in manufacture, application and installation of all insulation products and materials, with just and honorable practice in the conduct of business.

BOARD OF DIRECTORS: Roles and Responsibilities

Roles and Responsibilities for all TIAA Board Members:

- Serve a two-year term
- Prepare for and attend three - four in-person Board meetings annually
- Prepare for and attend board conference calls (typically an hour in length)
- Attendance at two chapter meetings per year
- Attendance at the Annual General Meeting and the Semi-Annual General Member Meeting
- Committee participation as required
- Be committed to the organization
- Ensuring effective strategic planning
- Support the board with direction and policy setting and actively participate in decision making
- Assume specific duties as may be assigned by the board or President
- Identify opportunities for growth and positioning within respective communities
- Exercise duty of care when making decisions on behalf of the interests of the organization and the membership, setting aside personal benefit to you or your organization
- To maintain board confidentiality and support board decisions
- Avoid conflicts of interest
- Be the spokesperson for TIAA in dealing with the membership, stakeholder agencies and organizations

Benefits:

- Opportunity to plan and shape the direction and future of the thermal insulation industry
- Occasion to share business knowledge and apply professional/personal skills
- Opportunity to practice and learn non-profit leadership and governance skills
- Gain experience in building and working with teams

TIAA consists of two chapters (south and north). Each chapter has their own board representatives (a President, a Vice-President and two Directors). These board roles are elected positions determined at the Semi Annual member meeting each year. The Provincial President alternates each term between the southern and northern chapter President. Board members serve in a volunteer role and are not compensated for their service. They are required to act within their authority, to exercise due care and to observe fiduciary responsibilities in acting on behalf of the membership.



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Meetings are typically scheduled:

- Annual general meeting in May
- Chapter meetings in February, April and October
- Board meetings in January, March, May, September, November
- Semi-annual general member meeting in November

President

The responsibilities and duties of the President are:

- Act as the executive head of TIAA and when present shall preside as chairman over all meetings of the association and board
- Exercise supervision over the affairs of the association
- Be responsible for enforcement of bylaws and carrying out all orders and resolutions of the board
- Additional responsibility as delegated by the board
- Be responsible to the board
- Serve as signing authority for the association
- Management of administration contract in consultation with the board
- Ensure compliance with board policies and procedures and all relevant legal and ethical standards
- Direct the consolidation of long-range plans and goals
- Keep the board informed of all aspects of the associations' affairs and consult with it as needed
- Serve as a voting member of the board
- Report to the general membership on behalf of the board
- Shall be an ex-officio member of all committees

Vice President

The responsibilities and duties of the Vice President are:

- Perform the duties of the President in the event of the inability of the President to do so
- Assist the President in the execution of his/her duties and responsibilities
- Serve as signing authority for the association
- Serve as a voting member of the board
- Perform other duties as directed by the board or President



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Treasurer

The responsibilities and duties of the Treasurer are:

- Arrange for the proper collection, safekeeping, banking and disbursement of funds of the association
- Assist in preparation of annual budget
- Approval of invoices and expense reports
- Arrange for the annual audit process
- Monitor and report on financial activities against projections
- Advise the board on options for managing and investing excess funds in low risk instruments
- Serve as a signing authority for the association
- Serve as a voting member of the board
- Perform other duties as directed by the board or President

Director

The responsibilities and duties of Directors are:

- Be responsible to the President and the membership
- Support the board with direction and policy setting
- Serve as a voting member of the board
- Perform other duties as directed by the board or President