

## Roles and Responsibilities for Regional Directors

In addition to his/her role, responsibilities and liabilities as a member of the Board of Directors, covered in other CDA documents<sup>1</sup>, there are some roles and responsibilities specifically related to serving as a Regional Director.

Some of the tasks of being a Regional Director (with support from CDA staff and/or other members in the province/territory or region) may include:

### **Promote CDA and improve awareness of CDA objectives, products and services:**

- Identify and build relationships with local industry, regulatory, educational organizations, suppliers, contractors, and consulting companies that may see value and benefit from CDA.
- Represent CDA at local events hosted by other organizations where possible.
- Communicate the value of CDA membership to individuals and organizations.
- Help to introduce post-secondary students to the CDA
- Identify Young Professionals who might benefit from knowledge of and engagement with the CDA.

*Note: Presentation templates are available from CDA.*

### **Plan CDA Local/Regional Events**

Hosting a local/regional event is an excellent way to showcase CDA to members and non-members. The purpose of a local/regional event is to:

- Disseminate technical knowledge.
- Create awareness of the CDA and promote CDA initiatives.
- Create opportunities for others to become involved with CDA as members or volunteers.

Regional Directors should consider/be aware of the following when planning local/regional events:

- The frequency of events can vary with a minimum goal of meeting once annually.
- Can be a local CDA event/meeting or held in collaboration with another professional organization (i.e. Canadian Geotechnical Society).
- Support (both financial and coordination support) can be provided by the CDA for events/meetings. Budgets should be agreed to and approved by the Board and/or Executive Committee prior to events/meetings.
- Events/meetings may have a variety of formats. Examples of events/meetings recently held include:
  - Networking events such as pub-nights and mixers with a selected speaker;
  - A full-day forum event with several presenters;
  - Presentations at post-secondary institutions; and
  - Professional development events like CDA workshops.

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<sup>1</sup> Contact the Executive Director for access to relevant documents

- A regional group may be created to assist with the coordination of events. The Regional Director may wish to encourage Young Professionals to assist or lead coordination of events.
- Normally, both members and non-members are invited (discounted member pricing should be offered when possible).
- Related to above, Regional Directors should obtain a list of local members from the CDA and utilize CDA resources to assist with publicizing events.

### **Build relationships with local regulators**

Regional Directors should endeavour to work with local regulators (where applicable and appropriate) to support information-sharing initiatives, participate in local events, etc. Regulator participation in CDA activities provides value to all members.

The CDA's Regulation of Dams Committee attempts to support regulator involvement. One example of support is to initiate phone calls and/or formal letters to key stakeholders regarding regulatory issues and their potential impacts. Regional Directors can assist the Regulation of Dams Committee, the President and the Executive Director with these initiatives by identifying key stakeholders and assisting with potential messaging.

### **Additional Responsibilities**

Regional Directors are also responsible for:

- Providing a written regional/territorial report twice a year to the Board of Directors.
- Identifying individuals who may be interested in volunteering with the Association, particularly those who would make a positive contribution to the Board of Directors.

*Note: Inquiries on this document should be directed to the CDA Executive Director, [executive.director@cda.ca](mailto:executive.director@cda.ca), or the Chair of the Nominations Committee, [nominations@cda.ca](mailto:nominations@cda.ca).*