

CCA Executive: Who does what, when, and why

Originally prepared by Patricia Connor, exiting Past President, May 2003

Last update by Alberta Auringer Wood, April 21, 2008

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1. Task List – All Executive: An Overview

The task lists that follow are components of a working document. The document is intended to be regularly edited and updated by serving Executive members in order to keep it current. The four following objectives guide the content of this document:

- 1) to help Executive members and the President understand what the objectives of their particular positions are and how their positions fit into the bigger scheme;
- 2) to provide an overview for incoming Presidents, so that they can more effectively oversee operations and ensure that the workload is being distributed equitably and that the work is being done in a timely fashion with respect to other activities within the Association;
- 3) to examine the nature of the work being done, and who is currently responsible for the work, so that less information is passed on by word of mouth.
- 4) to provide a basis for examining how best to enhance the activities of the Executive to further the objectives of the Association.

What is the purpose of the Association?

Our Constitution answers this question very succinctly (Article II):

The purpose of this private and non-profit Association shall be:

1. To promote interest in maps and related cartographic material.
2. To further the understanding and knowledge of maps by encouraging research in the field of cartography, both historical and current.
3. To provide for the exchange of ideas and information and for the discussion of mutual concerns, through meetings and by publications.
4. To advance education in cartography and in the use of maps.

All positions on the Executive ought to be actively directed toward achieving those four points. Individuals in each position should be able to report regularly on how their activity in the position has moved the Association forward in one or more of those directions. By addressing these purposes very specifically, the Association will continue to flourish. It is a simple concept but one that requires energy and initiative. The executive structure of the Association is thoughtfully set up for pursuing these four objectives. The following lists outline the administrative basics; they do not explain how to do the job. The successful incumbent of an executive position builds upon the fruitful bits of work done by predecessors. Fresh thought on how to best to achieve one or more of the Association's goals is not nearly sufficient – it requires a serious investment of time to make it happen. The task lists are designed to help future Executive determine how best to direct the time they have generously volunteered to the Association.

2. Membership Renewal Tasks

All Executive members have a responsibility to nurture membership, otherwise they will not have an Interest Group to chair or, in the words of one of our former Executive members,...they'll be a leader without any followers! Four Executive positions have portfolios that have very specific duties with respect to membership: Vice-President, Membership Coordinator, Treasurer and Secretary. The following task list details only the functioning for these positions that is related to membership renewal. Other duties are listed under General Executive Tasks.

Vice-President

Primary portfolio: responsible for membership promotion. One of the first tasks of the new Vice-President is to send letters to all those who submitted an entry to the student prize competitions thanking them for taking part and including interesting and relevant information for students and a membership form (highlighting low student fee for membership).

The Vice-President should receive regular spreadsheets from the Membership Coordinator listing contact information for newly-joined members. New members receive a welcome note from the Vice-President and if available, the most recent issue of *Cartouche*. It is important that this letter be forwarded very shortly after the Membership Coordinator has forwarded the information to the VP so that new members immediately begin receiving contact from the Association. The letter may mention the particular benefits pertaining to the membership category of the new member. For example, for students: the Student Representative for the CCA should be mentioned, if there is one, as well as travel funding to conferences, and student prizes and scholarships; for Corporate members, the availability of advertising in *Cartouche*, and a reminder to provide us the URL for a link to their web pages. (Note, check with the Membership Coordinator to see if they provided the names of two representatives).

Notes from Roger Wheate (May 2000) recommended that the VP position include the following responsibilities:

- Student membership, with IG Chairs of Education and Map Design, and student rep
- Corporate membership with IG Chairs of Production Technology and Analytical/GIS
- Institutional members and ACMLA Liaison with IG Chair of History of Cartography.

The Vice-President should have a good knowledge of the Institutional and Corporate members and keep in regular contact with them for such purposes as ensuring they have a significant presence on the website, that they are taking advantage of the advertising they receive free in *Cartouche*, nurturing the notion of sponsoring events at the annual conference, arranging a booth at the vendors' display at the conference, perhaps offering members special offers on products, and ensuring they know they get a special deal on our membership list (\$1.00 per name on an annual basis though it should be noted that some members do not want their name included on such lists – the Membership Coordinator has a record of who those people are and they must be omitted from such lists).

Creative efforts should be made to follow up on any individual who has made contact with the Association or who has been a former member. Follow-up normally means more than just one contact; several invitations to return to regular membership may be needed. Coordinate efforts in this regard with the Secretary who normally does the actual contact work.

Consider promotions that could occur in the cities where conferences are being hosted. There may be firms employing cartographers who would be interested in attending sessions. The names of such companies and/or individuals can be obtained from the local organizers and they may be sent information packages outlining items that might be of interest to them at the conference.

The Vice-President should liaise with the web master or web mistress to ensure that the CCA website is up-to-date and accurate. This will require periodic reviews of the content.

Membership Coordinator

Maintains the database of information on each individual member, including their contact information, length and type of membership, journal issues attributable to their membership year

and whether their membership is paid up. The Membership Coordinator forwards the Treasurer a spreadsheet with the particular fields of information required to send out renewals.

The Membership Coordinator supplies the Secretary with spreadsheets of renewed and non-renewed members to assist in follow-up activities.

Liaises with University of Toronto Press and the *Cartouche* editor(s) and provides them with up-to-date membership lists for mailing list purposes.

Treasurer

Main task: Dealing with membership payments by cheque and credit card. The Treasurer handles the printing of the membership forms and envelopes on letterhead as appropriate. Currently the 1st renewal notice is a letter from the Treasurer and a membership form mailed to members. If renewal notices are to be sent out with *Cartouche*, the Treasurer will coordinate this with the Editor(s).

Members' postal and email addresses should appear on both the envelope and the membership form so that they may see at a glance whether the contact information on file is consistent with their current situation. It also ensures that we know who returned the form; some individuals just sign the form and include a credit card number – if the signature is illegible, it is problematic to attribute the payment. It is important that the cheques and credit card payments and receipts are processed within a maximum of two months of the date on the envelope or fax.

On a regular basis (daily or weekly, as the activity dictates), the Treasurer acknowledges receipt of the returned membership forms by email and prepares official receipts to send to the member. The Treasurer liaises with the Membership Coordinator and Secretary to determine the best method of tracking the timeline on the membership renewal to keep within the two-month total processing time. The Treasurer resolves payment problems with respect to cheques or MasterCard payments while the Membership Coordinator records the information and is not responsible for pursuing financial matters with respect to membership.

The Treasurer crosschecks the address information on the envelopes with the information on the renewal forms and resolves inconsistencies, copies the returned forms and forwards these copies to the Membership Coordinator for processing, keeping notes on dates of arrival and acknowledgement. The original forms are kept by the Treasurer. Once the renewal fees have been processed, the Treasurer prepares and mails out the receipts.

Secretary

Main tasks: Membership form on web and renewal reminders. The Secretary collaborates with the Treasurer on the design of the membership form and arranges for its posting on the website. The first renewal reminder is undertaken by the Secretary by email within a month (Jan/Feb) with a follow-up reminder in late Feb/March, prior to the deadline for creation of the mailing list for the first issue of *Cartographica* for the year. Members whose email is returned or who do not have email addresses are contacted by post (and in the former case, a note is included that their email address is not current). Lapsed members from recent years who will not have received renewal notices may be contacted by the same procedures. Along with the Treasurer, deals with general correspondence and inquiries about memberships and subscriptions.

3. General Executive Tasks

Secretary

The Secretary deals with general correspondence and enquiries about membership, subscriptions, and the CCA generally. The Secretary normally takes the minutes of all meetings. The minutes of the Annual General Meeting are to be prepared for publication in the issue of *Cartouche* which follows the conference. The minutes of Executive meetings are prepared and circulated within two weeks of the meeting.

Treasurer

The Treasurer is responsible for dealing with invoices and expense claims related to the administration of the Association, making deposits, and keeping accounts. The Treasurer prepares a financial statement for the Annual General Meeting and assures regular auditing of the Association's accounts. The Treasurer provides travel claim forms for Executive members. The Treasurer should ensure that an incoming President is familiar with the financial operation of the Association. The Treasurer is responsible for organizing the two (or more) signing authorities for the CCA accounts.

Past President

The Past President normally chairs the Nominations Committee and the Awards Committee and is responsible for issuing calls for nomination, liaising with the previous year's Chairs (or representatives of the previous year's committees) and coordinating efforts to produce a slate of candidates for office and a selection of recipients for Awards of Distinction. The Chair of the Nominations Committee notifies individuals of their successful or unsuccessful candidacy for the Executive within the stipulated time (refer to the Constitution, Article IV, section 2). This should be done by phone, NOT by email. The Chair sends a notice out on the listserv thanking individuals who ran and supplying information about the newly elected Executive.

In chairing the Awards Committee, the Past President ensures that the committee has considered individuals who were previously nominated. Once the committee has completed the selection process, the PP notifies the recipients of Awards. The Past President arranges for the certificates for the Awards.

The Past President provides general advice and support for the new President based on their experience and knowledge of precedent.

Interest Group Chairs

Interest Group Chairs provide content for each issue of *Cartouche* in the form of technical articles, essays, or news items related to their Interest Group area. Interest Group Chairs are responsible for organizing a session relating to their area at the annual conference. As well, they participate in Executive meetings and help to move the business of the Association forward. The Chair of the Education Interest Group is responsible for the Best Student Paper Award at the conference and the Chair of the Map Design & Use Interest Group is usually on the judging panel for the student map competitions.

4. Incoming President's Tasks at Conference & Shortly Afterward

The first executive tasks as the new President take place following the Annual General Meeting – it is the exiting President who chairs the Annual General Meeting.

At the first Executive meeting in new position (2nd Executive meeting at the conference), ensure that the new Executive members have received the Constitution and travel claim **form and other**

documents from the Secretary, know how to post to the listserv and are familiar with their responsibilities with respect to *Cartouche*, conference content obligations and other responsibilities pertinent to their positions. Prepare an agenda for the meeting for distribution. Coordinate with the exiting President which items relevant to the previous year will be placed on the 2nd Executive meeting agenda, and determine further items as appropriate given personal objectives as President.

One of the Past President's roles is to assist the President in understanding policy and administration and provide advice or historical recall as needed – call on this individual and/or previous active Presidents for guidance on matters as needed.

Cartouche

The exiting Interest Group Chairs are normally responsible for a column in the issue of *Cartouche* following the conference. All IG Chairs can then provide the conference wrap-up for members of their interest group who were not at the conference. These contributions provide the Association with a historical record of issues relevant to each Interest Group at the time.

The incoming President and Past President (PP column not always required) normally provide a column relevant to their NEW positions rather than their previous one. The incoming Vice-President prepares a column relevant to this position.

President's Prize and other Student Awards

During the summer months following the conference, review the guidelines for the President's Prize and the other student awards. Update and revise as deemed appropriate. Each year, the President determines what the nature of the categories will be for each of the scholastic categories. Ensure that the Carto-Québec Prize parameters are appropriate and that there is still money to cover this prize in the fund account (should not run out before 2015).

Contact the conference organizers for the following year to arrange for an individual and an address to which to send the following year's prize entries at the conference site.

Send new and updated website content for the student prizes and scholarships in final form to the Webmaster for uploading to the CCA site, send flyers to the Editor of *Cartouche* for the upcoming issue and, once the information on the website has been updated, send a note to the listserv to advise all members of the student awards program for the upcoming year.

Review detailed information on the Task List for the President in item 6, Student Prizes in Mapping, for further details on the administration of the student awards.

5. President's Winter Pre-Conference Tasks

Conference Organizer Information

1. Notify conference organizers about items that need to be scheduled into the conference time slots including:

- Two Executive meetings (one prior to conference, one at end). Note that the 1st Executive meeting is normally in the afternoon to allow some Executive members to travel in the morning rather than requiring an overnight stay. The first meeting normally requires a minimum of three hours in the afternoon and may include lunch. The second Executive meeting is normally shorter but at least a 2-hour time slot is often desirable (this meeting includes the incoming Executive and is used for follow-up to items not addressed **during the 1st meeting or**

set aside for attention in the 2nd meeting). Assignments of the time slots for the Executive meetings need to be distributed to the Executive ASAP pre-conference (at least four weeks, but preferably several months in advance) so that they can arrange travel as early as possible to reduce costs. Normally, the time slot for these meetings is independent of the organization for the rest of the conference, so it should be able to be organized well prior to the posting of the final conference schedule for the main body of the conference. Organizers should include the scheduling of the Executive meetings in the conference information.

- Annual General Meeting – notify organizers if more than 1.5 hours required e.g., if items requiring extensive discussion are on the agenda.

- *Cartographica* meeting, and other small focus group meetings as relevant to the tasks at hand.

- Presentation of the Awards of Distinction and student prizes and scholarships at the Banquet. Introductions for the Awards of Distinction should be succinct so that the recipients have more time to deliver their acceptance speeches. A 5-7 minute maximum is a good guideline and the introduction shouldn't extend beyond what would be printable on one page in *Cartouche*. Recipients are requested to plan their response for a maximum of ten minutes. The guidelines for the introductions and acceptance speeches have been provided here because if there are three awards and the deliveries are longer than these guidelines; the ceremony can extend too long. Awards of Distinction recipients receive complimentary banquet tickets for themselves and a guest (include in items to be absorbed by Association in their budget).

2. President's Prize in Mapping and Carto-Québec Prize submissions should, if possible, be posted ahead of the 1st Executive Meeting so that the President may begin judging. It is difficult for the President to find sufficient time to judge if a good proportion of it is not undertaken on the day of the 1st Executive meeting. Other members have more latitude with time to judge at other times during the conference. The President should have already arranged to whom the submissions are sent at the conference site. Remind organizers to retain the entry forms for the President to pick up and that submissions are not to be removed – they are retained by the Association.

3. Remind organizers and IG Chairs that Chairs are responsible for organizing a session or presenting a paper in their interest group area. The President is responsible for contacting Chairs and ensuring that they are fulfilling their obligations in a timely fashion with respect to the needs of the conference organizers. Ensure that organizers notify the President if sessions are not forthcoming from Chairs as expected.

Executive Tasks

1. Check on the progress of Nominations Committee – ensure that they have determined a means of reaching consensus on who to nominate for positions and that individuals are phoned NOT emailed. Check that they have obtained a list of who was considered in previous years and have spoken with the previous chair of the Committee. Ensure that the Chair has notified individuals of their successful or unsuccessful candidacy within the stipulated time (refer to the Constitution, Article IV, section 2). Ensure that Chair sends notice out on listserv thanking individuals who ran and supplying information about the newly elected Executive.

2. Check on the progress of the Awards Committee – ensure that they have determined a means of reaching consensus on who to nominate for positions, and how the voting will **occur**. Nominators need to provide at least a brief biography on the individual being considered. Ensure

that they have considered individuals who were previously nominated for consideration (they may obtain this from previous Chair). The Chair of the committee notifies successful individuals and the President sends out congratulatory letters to individuals on CCA letterhead. It should be noted in this letter that Award recipients will have 'x' minutes (normally 10 minutes) to respond following the presentation of their Award at the annual conference, and that we would like a paper or digital version of their response to publish in the issue of *Cartouche* immediately following the conference. It is the President's responsibility to obtain a copy of the response from the Award recipients and pass it over to the Editor of *Cartouche*.

3. Ensure that Chairs of the Nominations Committee and the Awards Committee have obtained lists of individuals considered in previous years.

4. Confirm that the Education Chair is aware of the Best Student Paper award responsibility at the conference and the need to set up a team of two others to hear papers and vote on a winner. The Chair must ensure that they know which student papers at the conference are to be included (and judged) for the competition. The Chair arranges for the printing of the certificate (template with John Fowler, Treasurer), obtains the cheque from the Treasurer and sends the congratulatory letter (on CCA letterhead) to the winner. As appropriate to the conference and the individual charring, this may be arranged for presentation at the conference or by mail promptly following the conference (within two weeks, recommended).

6. Secretary's Pre-Conference Tasks

1. Notify serving Executive members about conference travel support and the need to be available the day prior to the conference for the 1st Executive meeting. Travel support may not apply if they do not attend the Executive meeting and provide a paper or organize a session at the conference, and if the member has not been active throughout the year. Notify incoming Executive about conference travel and the need to be available for the 2nd Executive meeting

2. Notify serving Executive that their annual report will be due by a particular date prior to the conference so that all reports may be reviewed by the membership prior to the Annual General Meeting. Consider posting reports on the web to reduce costs of printing off copies at the conference, to give ALL members the opportunity to review activities of the Executive, and so that there is a useful historical record of activity from the various positions. Previous reports are NOT to be deleted from the site – but are to remain there for future reference. Send a note out on listserv to notify members that reports are on the web for review.

7. Student Prizes in Mapping - Associated Tasks

The President is responsible for describing the nature of the prizes to be awarded during his or her term of office and for ensuring that members are aware of the award descriptions as soon as possible, prior to the start of courses in the fall if possible.

Judging Panel

The judging panel for entries to the mapping competitions consists of the President (as Chair) and two other members – normally, the Chair of Map Use and Design IG and one other. For the third individual, consideration should be given to asking a cartographically literate member who is not currently or has not previously been in an executive role – this gives both the individual and us an opportunity to get to know one another. Since this panel will also judge the Carto-Québec Prize, it is important that at least one of its members should be fluent in French.

Temporal List of Associated Tasks

Summer

It is important to review the parameters for the student awards program in the summer and post the guidelines prior to start of classes in the fall. Instructors at colleges and universities need this information to give to their students and if they are incorporating the map competitions into their academic programs, they need to have this information prior to the start of classes for course planning purposes. Therefore, review the guidelines for the Student Prizes from the previous year during the summer months following the annual conference.

Determine what the nature of the categories will be for each of the scholastic categories of the President's Prize and update and revise them as deemed appropriate.

Ensure that there is still money to cover the Carto-Québec Prize in the fund account. Changes to the guidelines for this prize are not at the discretion of the President, as is the President's Prize. These guidelines have been established by a committee to ensure that they conform to the Letter of Agreement respecting this award. If there seemed to be any problems with how the competition functioned the previous year, the President should form a committee to review the guidelines. Participation of a representative of the former Association Carto-Québec is highly desirable if possible, but such a representative should be a current CCA member.

To reduce the last minute work necessary for the conference organizers, the submissions for the mapping competitions are sent to an individual at the conference site, and the deadline may be stipulated as several days prior to the conference or may be stipulated as the day the conference starts if the organizers agree. The latter strategy will allow Instructors attending the conference to bring submissions with them. Conference organizers make arrangements for how much space is required for display of the submissions, and post the submissions prior to the conference start if possible. Normally submissions should be mounted for judging the day of the 1st Executive meeting (one day prior to the conference).

Send out a notice on the CCA listserv as soon as the information on the student awards for that year is available on the website. Send the information to the editor(s) of *Cartouche* for publication in the next issue.

Winter

Send out a reminder about the student awards on the listserv. Remind the conference organizers about the need to have space available for posting them (and when they need to be posted).

Award Certificates for President's Prize in Mapping:

Official certificates are normally kept with the secretarial files unless another arrangement is deemed more efficient (currently, the template is with John Fowler, Treasurer). Certificates are available in either the English or the French language. The French language version makes a distinction between female and male recipients – ensure that the gender of the recipient agrees with the text on the award!

Awards may be presented either at the conference or ***promptly*** following the conference, along with the award cheque. The Treasurer currently retains the digital files for the award templates in his files.

If intending to present the award at the conference, be prepared that the names for the awards are not known until during the conference, so it is not possible to enter the person's name on the award ahead of time. In that case, obtain the President's Prize award form and ensure that it is

readable on the computers and software available at the site ahead of time, and that they were successful in printing off a high quality colour version on high quality stock through the desired printing device. They will also need to ensure that they can obtain a quick turnaround on the certificates, perhaps in a matter of hours from their printing source. Obtain a cheque payable to each of the recipients from the Treasurer to accompany the award. Obtain attractive page-sized folders that the award winners may keep their award in at the banquet (so they do not become damaged over the evening following their presentation). They should also be informed that their submission resides permanently in the William Wonders Map Collection, Cameron Library, University of Alberta, Edmonton, Alberta. Time constraints often preclude preparation of the accompanying congratulatory letter prior to presenting the award at the banquet, so these are to be sent by post to the address noted on the entry form. For award winners who are not in attendance at the conference, send this package out within two weeks of the conference, but send an email to the award winner ASAP upon return to the office acknowledging their success and indicate that a letter, their award and cheque will arrive shortly by post.

If intending to present the award after the conference, ensure ahead of time that you are able to print off a high quality colour version of the certificate on high quality stock. Obtain a cheque made payable to the recipient from the Treasurer prior to leaving the conference. In a page-sized envelope include the award (protected by stiff card stock to prevent creases from developing through the mail), cheque and letter of congratulation on CCA letterhead. See note above about the need for prompt mailing of this package.

Conference

It is recommended that judging begin prior to the conference, e.g., on the day of the 1st Executive meeting because the judging is very time intensive and once the conference begins, the President has little time to do the judging. The process takes 4-8 hours including the final meeting with fellow judges to determine the winning entries.

Judging is undertaken by three individuals (see Judging Panel, above) with a consensus normally determining the prize winners. Prizes do not need to be awarded in each category represented if the quality of submissions is not high enough to warrant them. For the awards to be meaningful, a high standard must be maintained year to year. Ensure that all the entry forms are retained, and that no maps are removed from the display after judging – the Association retains them. The entries are used for several purposes: the President may need to send the award by mail to some of the individuals, the information is needed for the announcement of the award winners in *Cartouche* (mark on the submission itself what award was won by the individual), and the individuals sending submissions are excellent candidates for membership promotion materials (Vice-President's portfolio). Ensure that all the submissions are retained and forwarded to the William Wonders Map Collection, Cameron Library, University of Alberta, Edmonton, Alberta T6C 3A7 (current contact: David Jones) following the conference.

The awards are announced at the banquet. The President may also wish to mention the professor who taught the course and the University (available on the entry form). Inform the Membership Coordinator of the names of the prize winners so that they may be added to the membership database as associate members. Ensure that the editor of *Cartouche* realizes that extra copies of the 1st issue of *Cartouche* post conference may be needed.

Post Conference

The outgoing President sends the award winner information to the *Cartouche* editor, and posts it on the web as appropriate. Permission must be obtained from individual authors for exhibiting their work on the web. Check with CCA Webmaster about quality and image area of jpeg

required and request this directly from the author rather than scanning the hard copy. In the event that an author is unable to make a jpeg from the digital file, request permission to scan the original to make a jpeg. Send the files, along with permission from the authors, to the Webmaster, and provide the information required to post on the website (e.g., name, school affiliation, award won).

The new Vice-President sends letters to all those who submitted an entry, thanking them for taking part and including interesting information about the Association, a membership form (highlight low student fee for membership), and other information for students: the CCA website URLs etc. The Past President needs to send a copy of the submission entry forms to the Vice-President for this purpose, promptly after the conference.

7. Executive Conference Tasks

Numerous activities at the conference require preparation by the President and Vice-President.

President

The President should prepare agendas for the first Executive meeting prior to conference and the Annual General Meeting; a welcome address and thank you to conference organizers for the conference start; any other welcome address for the program as requested by organizers; and a welcome, introductions, and announcements for the banquet. Obtain a full list of individuals involved in organizing the conference and the technical and support staff. Acknowledge these individuals by name at the banquet if possible and send a thank you letter to the hosting department after conference.

The Annual General Meeting

The agenda will include, after a call to order: Executive reports and business items. Be sure to:

- Acknowledge the contributions of outgoing Executive and welcome new Executive.
- Acknowledge work of special committees.
- Thank the Chair and committee members for each of: Awards Committee and Nominations Committee
- Oversee election of a Nominations Committee. The Chair of the Nominations Committee is normally the Past President in the following year (i.e., self), and three members are elected to serve on the committee. Individuals are nominated from the floor and voted upon (if necessary).
- Acknowledge the contributions of members contributing to the Association but not on the Executive.

Vice-President

- Prepare an agenda for the second Executive meeting in consultation with the President
- Assist with preparation of information for new Executive members

Secretary

- Prepare packages of information, with assistance from the Vice-President, for new Executive members including the Constitution and By-Laws, Task lists, travel claim, and travel policy documents

8. CCA Representative on the Canadian National Committee Tasks

Source: Roger Wheate

The list of duties that Roger Wheate provided the CNC Representative in August 1999 were:

- Attend CCA meetings on a regular basis and take part in an open meeting of the CNC, usually organized in conjunction with such a meeting.
- Plan to attend ICA meetings. (This is not an absolute must; the CCA does not have any extra funds for its representative.)
- Be e-mail accessible.
- Know the Canadian cartographic community very well to be able to make recommendations and address "people issues".
- Help evaluate requests and make unpopular or popular decisions about ICA appointments, etc.
- Work with the Canadian geomatics community and the CNC Chair.
- Help the CNC Chair in the four-year Canadian report.

9. Roles, Responsibilities and Conditions of the Canadian National Committee for the ICA and the Chair of that Committee

Prepared from diverse documents and personal experience by Peter Keller with additions by Alberta Auringer Wood

January 7th, 2003; March 15, 2008

1: The Canadian National Committee for the ICA

The Canadian Institute of Geomatics, Canada's oldest surveying and mapping organization, founded in 1882 as the Canadian Institute of Surveying, holds Canada's membership in the International Cartographic Association. The Canadian Institute of Geomatics has a broad mandate to represent all the diverse aspects of geomatics including surveying and charting, remote sensing, navigation, GIS, and cartography, Recognizing that there exist within Canada a number of other national and provincial associations whose primary interests are cartography, the Canadian Institute of Geomatics has negotiated a 'Memorandum of Understanding' with these organizations that puts in place a Canadian National Committee for the International Cartographic Association.

The Canadian National Committee for ICA shall be composed of:

- The CIG Councilor for Cartography (Chair and Principal Delegate to the ICA) – Jan Mersey
- Deputy Delegate to the ICA – Eric Kramers
- Coordinator, National Map Exhibit
- Coordinator, National Children's World Map Competition

Representatives of the following organizations:

- Canadian Institute of Geomatics - Jan Mersey
- Association of Canadian Map Libraries and Archives – David Jones
- Canadian Cartographic Association – Roger Wheate

and such other members as required.

The Chair serves a four-year term of office which coincides with the time between ICA General Assemblies. The procedure is for the Canadian Cartographic Association (founded in 1975) to nominate an individual to hold the position of Technical Councilor for Cartography in the Canadian Institute of Geomatics. Following ratification of that nomination by the Canadian Institute of Geomatics, the individual assumes the role of chair of the Canadian National Committee as part of the duties and responsibilities of the Technical Councilor for Cartography.

Clifford Wood held this position from 1987-1991, Norman Drummond from 1991-1995, and Peter Keller from 1995-1999 and 1999-2003. Janet Mersey is currently serving in this position.

The mandate of the Canadian National Committee is spelled out in the 'Terms of Reference' last modified in 1991. They are:

- to represent the Canadian cartographic community internationally through Canada's membership in the International Cartographic Association;
- to review and develop a national position on administrative and cartographic matters relevant to the International Cartographic Association;
- to ensure that Canada is appropriately represented on ICA Standing Commissions, Ad Hoc Commissions, Working Groups, Joint Inter-Association Working Groups and Committees;
- to prepare for each quadrennial ICA General Assembly and International Technical Conference by:
 - (a) publishing a national report covering government and non-government mapping activities, cartographic education, technological development (including geographic information systems), cartographic literature, activities of professional societies, and special activities of interest;
 - (b) identifying key issues which will be discussed and voted on at the General Assembly and preparing a Canadian position on these issues;
 - (c) considering the nomination of Canadians for Executive positions and, if appropriate, encouraging such individuals to stand for election at the General Assembly;
 - (d) ensuring that high quality technical papers are prepared by Canadian authors for presentation at the International Technical Conference and publication in the conference proceedings; and
 - (e) providing a national exhibit illustrating advances in Canadian cartography by displaying representative maps, charts, atlases and other cartographic developments since the previous conference; and
- to encourage Canadian participation in support of ICA educational seminars, publication of cartographic texts, and similar special projects.

The Canadian National Committee tries to meet at least annually, usually in conjunction with an annual meeting of the Canadian Cartographic Association and/or the Canadian Institute of Geomatics. Meetings are open to all members from the Canadian cartographic community.

2: Roles and Responsibilities of the Chair

- To be a member in good standing of both the CCA and the CIG (the CCA has agreed to pay the Chair's CIG membership, an offer the last Chair has not taken advantage of given the CCA's financial position)
- To fulfill the terms of reference as stated above
- To attend CCA Executive Meetings
- To attend all CIG
- To attend ICA Meetings

3: Other Information of Relevance

This portfolio does not carry a budget with it. The CIG generally reimburses mail and telephone expenses. In the past, the CCA and the CIG have covered expenses to attend the Fall (or Spring) Council / Executive Meetings as per policies for Council / Executive members. The Chair is expected to find his/her own funds to attend the ICA meetings (SSHRC is a source).

Support for this position from Federal Government to assist with the various tasks (National Map Exhibit, ...) is good to excellent.

The portfolio is what the Chair makes of it. The workload can be considerable at times. I asked my University for a course reduction to manage the portfolio. My request was denied. Work is seasonal, with peak workload the year preceding ICA meetings.

The Chair should have a specific interest in cartography as well as a general interest in geomatics (and surveying) since attendance of CIG meetings would otherwise be frustrating, and since the ICA is considering a move in emphasis to include the broader geographic information sciences.

The portfolio of Chair is very rewarding and offers opportunity to work with a great community of professional peers.

☺ The End.