

CCA EXECUTIVE TASK DOCUMENT – A WORKING GUIDE FOR EXECUTIVE MEMBERS

Version 5, June 8, 2023

Task Lists –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 to keep it current. The following objectives guide the content of this document:

1. To help Executive members and the President understand what the objectives of their specific positions are and how their positions fit into the larger context of the Association.
2. To examine the nature of the work being done, and who is currently responsible for the work, so that less information needs to be passed on by word of mouth.
3. To provide a basis for examining how best to enhance the activities of the Executive to further the objectives of the Association.

This document attempts to outline in a general but comprehensive way the usual responsibilities and tasks undertaken by the person in each of these positions. However, as an association that often has a relatively small group of people acting as the executive, the assignment of tasks to the people in the executive roles may at times not exactly follow descriptions. It is probably a good idea to discuss these tasks and roles with the current executive early in a new term to ensure that (a) priority tasks are being given the required attention, and (b) mentoring is provided when required so that new executive members can fulfill their responsibilities.

The current revision of this document also coincides with the adoption of a new Association Management Software by the CCA: Membee (membee.com). Thus many of the tasks listed here are described as we anticipate they will operate in the Membee ecosystem. Again these descriptions are expected to be enhanced and improved on in future editions of this document by future executive members.

For the Statement of the purpose of the Association see the Constitution, Article IV.

For definition of Executive Positions see Constitution Section 5.01: Description of Offices. These are also repeated below after each position title.

CCA Executive Committee (from Constitution Section 5.03: Executive Committee)

“The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Communications Officer, Chairs of recognized Association Special Interest Groups and the most recent Past President. It will also include the non-elected Special Appointments as in Section 7.08 below, and the Editor of the endorsed learned journal (*Cartographica*).”

By current practice “Special appointments” typically include the following, although sometimes these roles are taken on by other members of the executive.

- Membership Coordinator
- Student Representatives (optimally two, one each from College and University programs)
- Webmaster
- Conference organizer(s)
- Cartouche editor(s) and designer(s)

Listed below under each title are the official definitions of these Executive positions. The method by which they are elected, length of terms etc., is all detailed in the constitution. Executive terms start

when elected or acclaimed at an Annual General Meeting (AGM), which usually (but not always) coincides with the CCA Annual Conference, which historically (but not always) occurs in late May or early June.

President

(from Constitution Section 5.01: Description of Offices)

(a) President - The president shall be a director. The president shall be the chief executive officer of the Association and shall be responsible for implementing the strategic plans and policies of the Association.

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.

The president prepares and distributes the agendas for all meetings of the Executive. For the first Executive meeting in new position (usually at the annual conference, after AGM): coordinates with the exiting President which outstanding items from the previous year will be placed on the agenda, and determine further items as appropriate given personal objectives as President.

Ensure that the new Executive members have received the Constitution and Executive task document and other documents from the Secretary and are familiar with the responsibilities pertinent to their positions.

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 – the President should call on this individual and/or previous active Presidents for guidance on matters as needed.

Cartouche - The President normally provides a column relevant to their role in the association reporting on activities since the previous issue.

Conference and Annual General Meeting

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 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 creation of a Nominations Committee. The Chair of the Nominations Committee is normally the Past President and three members are appointed or 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.

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 (Note: The Carto-Quebec award criteria is not at the discretion of the President.)

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. Coordinate outreach to faculty at universities and colleges with the IG Chair for Education.

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, or if submitted electronically, arrange for printing of all entries for posting at the conference. Create new and updated website content for the student prizes and scholarships in final form and either edit the site content appropriately or send to the Webmaster for uploading or editing. Once the information on the website has been updated, arrange to notify all members of the student awards program for the upcoming year, via email announcements and notice in Cartouche.

Judging Panel: Before the annual conference, assemble the judging panel for the mapping competition. This usually consists of the President, the IG Chair of Geovisualization and Map Design, and one other member. Members from outside the Executive should be invited if possible, as a method of recruiting new candidates. 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.

Judging is undertaken by the Judging Panel 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.

Award presentations and certificates: Awards may be presented either at the conference (historically at the conference banquet or other final celebration) or promptly following the conference, along with the award certificate. Arrange for personalization and printing of awards certificates, at the conference if possible. If not possible then and there, arrange for printing of awards and for the Treasurer to send out award cheques as quickly as possible following the conference. Award templates etc are to be kept in the document depository in Owncloud.

Publicizing of awards and winners: Winning entries should publicized by announcing them in Cartouche. They should also be reproduced if possible in Cartouche and mounted on the CCA website. Permission must be obtained from individual authors for exhibiting their work on the web (if possible include permission as part of application form.)

Vice-President

(from Constitution Section 5.01: Description of Offices)

(b) Vice-President - The vice-president shall be a director. The vice-president shall succeed to the office of president after their two (2) year term. If the president is absent or is unable or refuses to act, the vice-president shall, when present, preside at all meetings of the board of directors and of the members.

Primary portfolio: responsible for membership promotion

The main thing to know about the Vice-president is he/she is the P.I.T.: President-in-training. Historically serves a 2-year term, after which they become President for 2 years. In the interim, they gain experience and understanding of the job. Their main purview during their term is membership promotion.

The Vice-President should work closely with the Treasurer and Membership Coordinator to keep up to date on membership status, especially newly-joined members. This information will be accessed through the Membee administration interface. The Vice President should become familiar with this as soon as possible after coming to office.

New members will automatically receive a welcome note from the Vice-President through the Membee system, and a link to the most recent issue of Cartouche. The Vice-President is responsible for customizing the text of these welcome letters according to each membership category. The letters should 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 awards, etc.

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 in the competition and encouraging them to join as members (highlighting low student fee for membership).

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.

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 including a link to their websites, that they are taking advantage of the advertising they receive free in Cartouche, nurturing the notion of being a sponsor at the annual conference (either a name sponsor or sponsoring events), and arranging a booth at the vendors' display at the conference.

Before and during annual conferences, the VP should 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 info on items that might be of interest at the conference.

The Vice President should also work with other executive members to further membership growth:

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

Cartouche - The vice-president normally provides a column relevant to their role in the association reporting on activities since the previous edition.

Treasurer

(From Constitution Section 5.01: Description of Offices)

c) Treasurer – The treasurer shall be a director. The treasurer shall have responsibility for the financial administration and reporting of the Association. The treasurer shall be the custodian of all the financial records of the Association.

Responsible for administering and maintaining all financial records of the association. This includes receiving all payments and paying all expenses; maintaining records of all payments and expenses; dealing with bank account administration, including organizing the two signing authorities required for bank account; handling association term investments after consultation with Executive committee; creating or advising on budget for conferences and other major events; creating annual financial report to be submitted at AGM; filing annual required corporation documents as outlined below.

The advent of Membee will substantially change these responsibilities, as many operations such as membership application and payment, conference registration and payment, and email communication with members around these activities will be automated. The Treasurer is responsible for customizing all forms used in Membee to support these activities, as well as for ensuring these activities are recorded correctly and in a manner appropriate for financial reporting purposes in the Membee database.

In September 2019 the CCA became incorporated as a Non-soliciting Non-Profit Corporation under the Canada Not-for-profit Corporations Act. This was necessary to process credit card payments. The treasurer is therefore responsible for filing an annual report with Corporations Canada on basic corporate information. The Treasurer is also responsible for filing an annual corporate tax return, even though no tax is payable based on the type of Association and volume of funds we process annually. Currently no formal auditing of the CCA accounts is required on an annual basis, although this has been done in the distant past. If this becomes necessary due to government reporting requirements, this will become the responsibility of the Treasurer.

As part of process of receiving payments, the Treasurer maintains accounts with payment processing organizations, currently Paypal and Stripe. This involves paying fees as required, troubleshooting or correspondence as necessary, and working with CCA webmaster to maintain forms and seamless interaction with payment accounts and transfers to bank account.

Part of the responsibility for receiving membership payments may include updating design and posting of membership forms on website. Currently an online Membee form and separate PDF form for printing and filling out are available (latter form used by members who wish to pay by cheque.) The treasurer's membership-related tasks are:

- Receives payment through website or mail and ensures sends receipts by email
- Maintains Membee database records related to form of payment, status and members' contact information
- On quarterly basis receives request from U of T Press for *Cartographica* distribution lists, extracts customized spreadsheet and sends to the Press, isolating members who have requested Print vs. Online delivery

Conference-related responsibilities may include design and posting of conference registration and participation forms on Membee website, in consultation with webmaster and conference organizers. In addition to this is the basic administration involving:

- Maintains database of conference registration and integrates with membership records as necessary

- Makes sure executive members and students are aware of travel assistance opportunities and means of applying for them, administers reimbursements after conference
- Coordinates with President to send out student award cheques after conference

Cartouche - The Treasurer normally provides a column relevant to their role in the association reporting on activities during the previous year.

Secretary

(From Constitution Section 5.01: Description of Offices)

d) Secretary - The secretary shall attend and be the secretary of all meetings of the board, members and committees of the board. The secretary shall enter or cause to be entered in the Association's records, minutes of all proceedings at such meetings; the secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant (if required) and members of committees; the secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Association, other than financial.

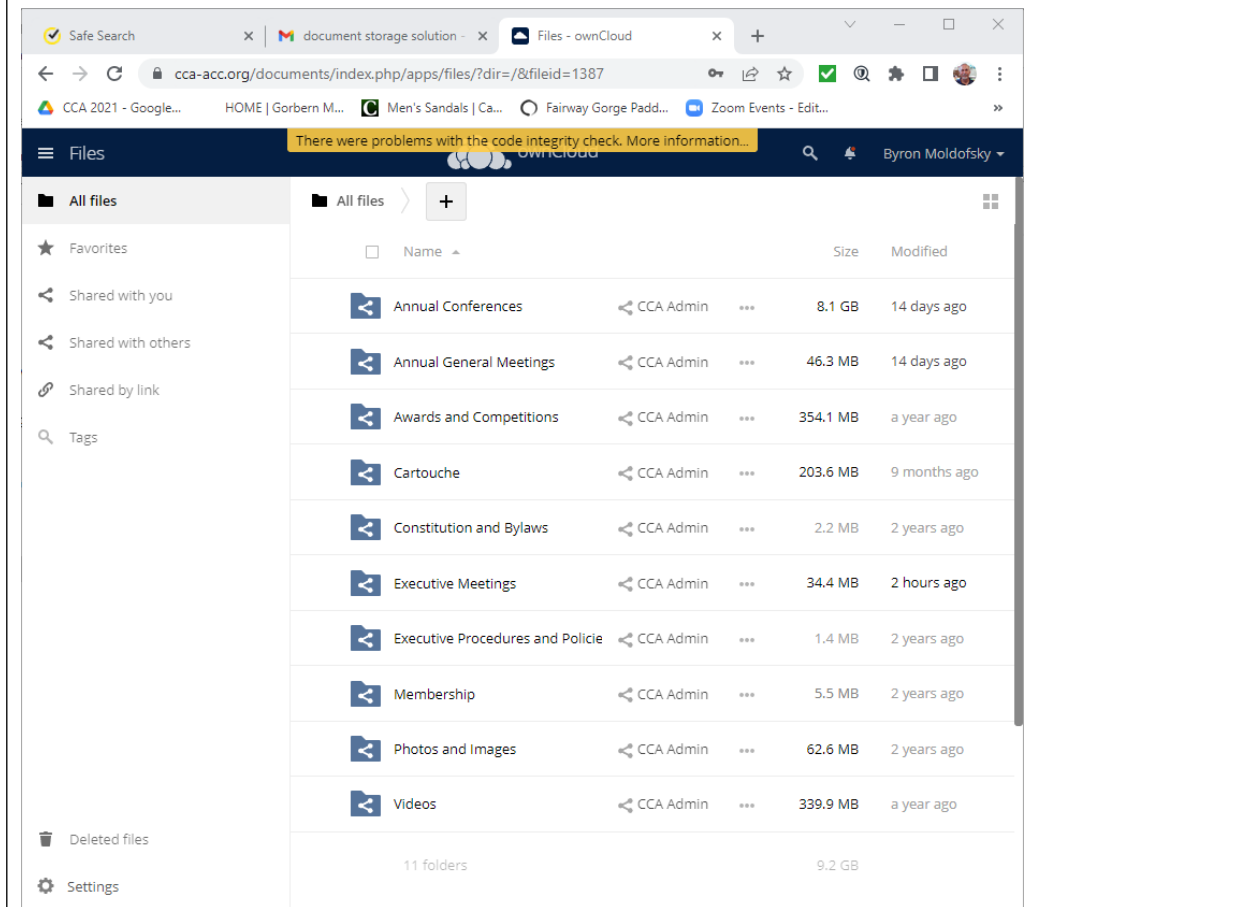
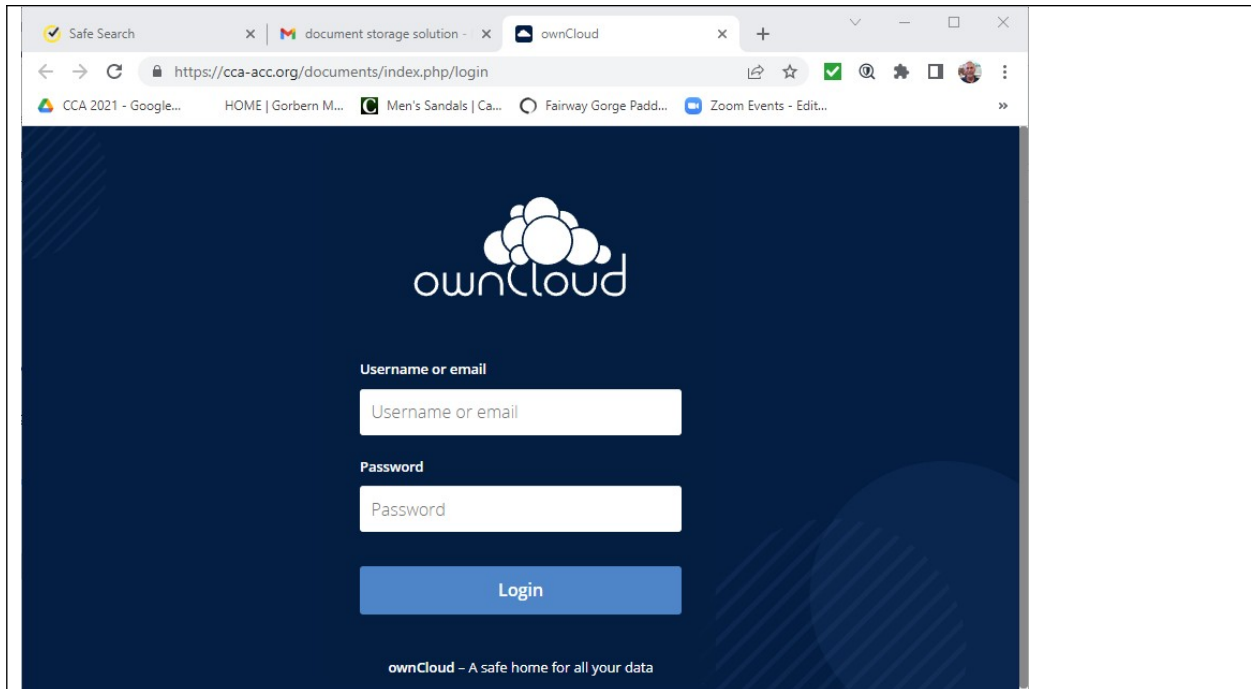
As stated above, the secretary is responsible for creating, maintaining and archiving all documents (books, papers, records, documents and other instruments belonging to the Association) other than financial records. If they cannot attend, they should make sure another board member or general member is delegated to take minutes and provide them to the secretary. Although the treasurer is in charge of all financial records, the secretary is responsible for ensuring these are collected and put into the Association's archives.

For the purposes of maintaining this collection of documents and making it accessible as needed, in 2020 the CCA created an online depository using the Owncloud cloud file-sharing platform (<https://owncloud.com/>). Owncloud facilitates the secure storage and sharing of archival and current documents accessed via the CCA website (<https://cca-acc.org/documents/index.php/login>) See next page for images.

The minutes of the Annual General Meeting are to be prepared for sending out to the membership by within 4 weeks following the conference. The minutes of Executive meetings are to be prepared and circulated within 2 weeks of each meeting. These minutes may be sent out as attachments by email, or posted online in a members-only area of the website as enabled by Membee, with members notified by email.

The secretary shall receive the current financial records from the treasurer at least once each year after the annual financial report is tabled and ensure that these are also securely archived.

The secretary shall make sure all new Executive members are aware of the CCA Owncloud document depository as the location and source of all relevant CCA documents including the Constitution and By-Laws, the current Executive task document (this document) and other policy documents including those regarding travel and expense claims for meetings and conferences.



Communications Officer

(From Constitution Section 5.01: Description of Offices)

e) Communications Officer – Shall be in charge of communications development and strategy related to membership and public relations for the Association.

This position was initiated mainly to put someone in charge of social media and outreach for the CCA. The idea was to establish and maintain a presence on Facebook, Twitter, Instagram, etc so that notifications about CCA activities could be distributed more easily and widely than just by email list. Another goal would be that items or links to items of general cartographic interest could be posted, as well as cross-posting of items from other individuals or organizations. This would provide a service to members, as well as increasing involvement and engagement.

Interest Group Chairs

(From Constitution Section 5.01: Description of Offices)

f) Chairs of Special Interest Groups – The chair of each officially recognized Special Interest Group of the Association shall be considered an officer of the Association.

The officially recognized Special Interest Groups (IGs) are listed in by-law 10.06:

- a) Mapping Technologies & Spatial Data
- b) History of Cartography
- c) Education
- d) Geovisualization and Map Design

The IG Chairs normally provide a column for Cartouche relevant to their roles in the association reporting on activities during the previous year. They also are encouraged to provide content for each issue of Cartouche in the form of articles, essays, or news items related to their Interest Group area, either solicited from CCA members or revised/re-published from other sources where appropriate.

Interest Group Chairs have historically been responsible for organizing a session relating to their area at the annual conference. In future, this might expand to organizing online meetings featuring speakers or seminars related to their area of concern during the year between annual conferences. 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.

OTHER POSITIONS IDENTIFIED IN CONSTITUTION

Past President

The most recent 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 a reasonable time, usually a week. The Chair sends an email notice out 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.

Cartouche - The past-president normally provides a column relevant to their role in the association reporting on activities during the previous year.

Membership Coordinator (Special appointment)

Has access to the Membee database of information on each individual member, including their contact information (address, phone, email, and institution when applicable,) length and type of membership, journal issues attributable to their membership year and whether their membership is paid up. Ensures that communication with members through Membee is consistent and regular.

Manages Membee email messages requesting renewal of memberships, and reminders as necessary.

Supplies the other Executive members with up-to-date records of renewed and non-renewed members to assist in follow-up activities.

Ensures that members whose email bounces back or who do not have email addresses are contacted by phone or other means, and contact information updated.

Liaises with University of Toronto Press and the Cartouche editor(s) and in conjunction with Treasurer, provides them with up-to-date membership lists for delivery of Cartographica and mailing list purposes.

Cartouche - Editor and Designer (Special appointment)

In recent years the vice-president has also functioned as the editor of Cartouche. This may continue, or if not possible the Executive may make a special appointment of a person to be editor. We have also asked a student member or recent graduate to act as the Designer for Cartouche. Again, this may continue or not depending on the capabilities and other time commitments made by the Editor.

Student Representatives (Special appointment)
(optimally two, one each from College and University programs)

The Student Representatives are volunteer positions within the CCA. The position comes with some benefits as well as responsibilities.

Benefits:

- opportunity to gain volunteer experience with a professional non-profit organisation
- opportunity for professional networking across Canada
- opportunity to voice ideas and opinions of self and student peers
- opportunity to build a breadth of knowledge about the fields of cartography and geomatics

Responsibilities:

- to act as a liaison between CCA student members and and the CCA executive
- to generally advocate for student perspectives within the CCA

Optional Duties

- to support organising CCA events, meetings, and activities
- to coordinate CCA student initiatives
- to advocate for CCA student membership by reaching out to student networks across Canada
- while the Student Representative is encouraged to attend CCA executive meetings, this is not a requirement

Qualifications:

- should be registered as a full or part-time student in a cartography-related field of study at the post-secondary level (College or University)

Webmaster (Special appointment)

The webmaster is responsible for all CCA website administration, maintenance, and design. In recent years executive members have also functioned as the webmaster - VP, Pres, Past Pres (Ted). This is obviously a critical position and we have been fortunate Ted has been willing and able to manage it. If and when he bows out we will have to fill this or hire someone.

Conference organizer(s) (Special appointment)

This person or team is responsible for organizing the annual conference. Often in the past the President or VP has lead a team of volunteers. The main conference organizer is usually a member whose home base is the campus or institution where conference is located. There are usually a number of main areas of attention required:

- Registration and registrants communication and management (via Membee)
- Program and presentations organization
- Logistics and administration (including tech, facilities, budget)
- Social events and outings

In recent years this has been simplified somewhat by holding virtual conferences, so most of the organization has been done by the Executive committee. Going back to in-person or hybrid will require more people and “boots on the ground.” In the previous years, Executive committee members have been able to (and are expected to) provide advice and support to local conference organization teams.

In future these jobs will also be simplified and made more efficient by implementation of the Membee membership and association management software.

NOTE:

Canadian National Committee for the ICA and the Chair of that Committee (Special appointment)

The previous Executive Task document had a long section (pp. 12-14) on this position. It is suggested that we put this in a separate document as it is a position appointed by the executive, but not integral to the CCA.