



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

300 4581 Parliament Avenue, Regina, Saskatchewan S4W 0G3

**T** (306) 525 9547 **F** (306) 525 0851 Toll Free: 1 800 500 9547

www.apegs.ca apegs@apegs.ca

## **Typical Duties of an APEGS Councillor**

### **Attend and participate in New Councillor Orientation**

Newly elected councillors will be provided with an orientation session shortly after the annual meeting to provide background to a variety of APEGS information and current Council activities. APEGS staff will work with councillor(s) to ensure that the session occurs at a time that is convenient.

### **Attend and participate at Council Meetings**

Council meets five times per year. The first meeting of the newly elected Council is in June and runs two full days on a Thursday and Friday in Moose Jaw and includes an annual strategic planning session.

The other four meetings alternate between Regina and Saskatoon and run for a full day. Accommodations will be pre-arranged by APEGS with payment to be made by the council member. Hotel accommodations, travel and meal expenses (if any) will be reimbursed by APEGS in accordance with the Expense Reimbursement Policy.

### **Serve as a Committee/Board Liaison Councillor**

This requires attendance at and participation in committee meetings and Board meetings during the year. The Boards usually meet five times per year a couple of weeks prior to Council meetings. They typically meet over a lunch hour through Microsoft Teams and are on average 1.5 – 2 hours long.

The committees meet more often depending upon their workload. Committee meetings are usually less than 3 hours in length and can generally be attended through teleconferencing. Committees may choose to meet in person at least once per year.

The Liaison Councillors are required to fully participate in the activities of the committee, and to facilitate communication between Council and the committee for which they are responsible. As a Liaison Councillor, you are a full participating member of the Board(s) and Committee(s) to which you are assigned. Your attendance counts towards quorum.

### **Meeting Preparation**

As part of attendance at the Council, Committee and Board meetings, a Councillor is expected to review agenda material prior to the meetings to be able to participate fully in discussion. Agendas are usually in the hands of meeting participants one week in advance of a meeting.

## Annual Meeting

Attend the Annual Meeting and Professional Development Conference of the Association which is typically the first weekend of May (Friday-Saturday). Locations alternate between Regina and Saskatoon. The annual meeting takes place on Saturday morning and is delivered in person with a virtual option to participate for APEGS members and guests. Please visit APEGS website at [www.apegs.ca](http://www.apegs.ca) for additional information regarding the Annual Meeting.

## APEGS Representatives

Councillors will be asked on occasion to represent the Association at a wide variety of business and social functions which might include meetings with university students, government officials, or other organizations in the engineering/geoscience field.

## Other

Councillors may, at their discretion or at the request of the President, become involved in task groups or specific projects undertaken by the Association.