

COMMITTEES

INTRODUCTION

To advance and execute its strategic plan, the Construction Owners Association of Alberta supports the creation and ongoing activity of standing, ad hoc, joint and sub committees.

PURPOSE OF COAA COMMITTEES

COAA defines a committee as a group of people who within COAA membership who have been selected to consider, investigate, act on, or report on a specific matter. A committee has a specific, approved charter and identified outcome(s).

A committee may be formed a variety of ways, including (but not limited to) through formal Board resolution, through ad hoc recognition of a needed outcome that is achievable through the work of a committee, and through a community of practice. A community of practice may spur the creation of a committee or subcommittee, task force, or working group wherein the committee or subcommittee, task force, or working group focuses on a specific and targeted topic with a clearly identified outcome.

MEMBER/PARTICIPANT FRAMEWORK

Committee members ideally are members of COAA through their membership of COAA, but consideration can also be given to permitting non-COAA members to participate on a committee. Committees do not limit committee roles and each committee has the flexibility to identify the appropriate number of participants in order to achieve the committee's purpose and objective.

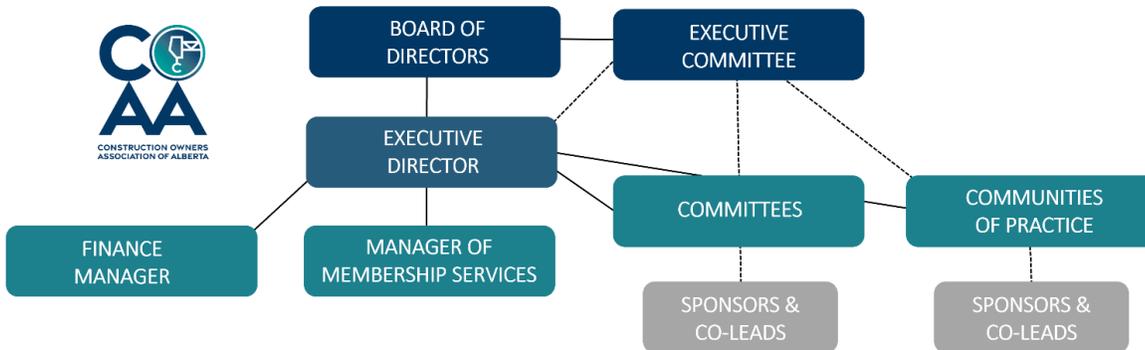
TACTICAL & STRATEGIC ROLES

Tactically, a committee has a committee chair and possibly co-chair who are responsible for identifying the members, developing a charter, leading meetings, and reporting to the Board of Directors.

The COAA Board of Directors support the committee through strategic oversight guidance. The Board is relied upon for distinctive best practices expertise, leadership, and volunteerism to identify committee objectives. Leadership is provided by participation of a Board member, who sponsors the COP and advocates for its purpose and activation. A Board sponsor may act as chair or co-chair. In all cases the Board sponsor is expected to provide strategic support and act as a conduit to and from the Board of Directors.

Additional tactical support may be provided by the COAA administrative arm. The Executive Director and the Manager of Membership Services provide support through planning, coordination, and execution of events, marketing, and communications activities that advance the purpose of the committee.

COMMITTEES



There are typically between one to three active COAA committees, each with a targeted and specific topic and purpose. The committees are evaluated and chosen by the Board at the annual strategy session and set for the year ahead. The objectives are deemed current and highly relevant to the member's continuous improvement of heavy industry safety and productivity

COP OPERATING COMMITMENTS

In order to achieve success, COAA's committees will work with a specific purpose, objective and timeline.

Commitments for a successful committee include:

- Advancing a topic or issue that benefits the Association
- A robust, knowledgeable, and passionate leadership group able to dedicate the necessary time and effort to lead the committee
- Meeting regularly and efficiently
- Willingness to work closely with the Board sponsor to advance the purpose and objective
- Adhering to a formal and informal reporting structure to the Board of Directors
- Transparency in action and willingness to pivot to best serve the priorities of COAA