

Power Pioneers Provincial Roles and Responsibilities

PROVINCIAL EXECUTIVE

EXECUTIVE DIRECTOR

The Executive Director is the representative of BC Hydro and is an Officer of the Provincial Association. The executive director will be employed by BC Hydro and assigned to identify and implement initiatives for retired employees. In addition, the executive director will be an ex-officio member of the Provincial Association's Ad Hoc and Standing committees. The executive director will be responsible for:

- developing and maintaining the corporate awareness of BC Hydro (BCH) in supporting the values represented by the Power Pioneers program and managing the relationship between BCH and the Power Pioneers
- identifying, developing and managing various projects and new initiatives in partnership with the Provincial Association, Branches, and BC Hydro including: the Annual Giving Campaign (United Way and BC Children's Hospital), Miracle Millions Campaign for BC Children's Hospital, Gluu Digital Technology and Security Skills for Seniors and the Community Engagement Program (formerly Lifestyles/Volunteer Hour Program for members)
- preparing cost projections annually for B.C. Hydro to support the operating budget required to maintain the Provincial Association
- providing advice and support to Branches
- participating on standing and project committees of the Provincial Association as needed
- maintaining the financial transactions and records of the association
- arranging for meeting dates, locations, and recording notes for meetings for the Provincial Executive, Board of Directors meeting Annual General Meeting (AGM) and Provincial project committees

PRESIDENT

The Provincial President, having served as Provincial Vice President for a period of two years assumes the role of Provincial President and is responsible for:

- providing leadership and direction to Provincial Executive team alongside Executive Director
- scheduling, chairing and setting agendas for monthly Provincial Executive meetings
- providing Branch Presidents with regular updates on Provincial initiatives by email
- providing support to Provincial Executive and Branch Executive teams
- providing mentorship to Provincial Vice President to prepare for President role

- leading annual or bi-annual conference calls/zoom meetings with each Branch Executive team
- providing a *Message from the President* in monthly provincial eNewsletters
- appointing provincial committee chairs as required
- representing BC Hydro Power Pioneers as required

VICE PRESIDENT

The Vice President is elected by the Provincial Presidents/Directors and is responsible for:

- assisting the Provincial President in all responsibilities
- acting on the Provincial President's behalf in their absence

PAST PRESIDENT

The Past President assumes role after serving two years a Provincial President and is responsible for:

- continuing to act in an advisory capacity to the Provincial Executive
- chairing Executive meetings if the President and Vice President are not available
- assisting President and Vice-President with their responsibilities as required

SECRETARY/TREASURER

The Secretary is appointed by the Executive Director and Provincial Executive and is responsible for:

- managing all Provincial financial transactions together with the Executive Director
- receiving all incoming Provincial revenues
- arranging payment on receipt of invoices and expense submissions
- acting as signing officer of all cheques relating to provincial expenses
- preparing and delivering a report of the financial status to Provincial Executive and to Directors at AGM
- preparing support documentation for annual Power Pioneers CRA filing and liability insurance
- assisting the Executive Director in preparation and monitoring of an annual budget
- assisting Executive Director in organization of AGM

MEMBERSHIP CHAIR

The Membership Chair is appointed by the Executive Director and Provincial Executive and is responsible for:

- managing Provincial membership database together with the Executive Director
- overseeing provincial membership and providing support to Branch Membership Chairs
- providing membership status reports to Provincial Executive, Branch Membership Chairs and at AGM
- preparing address files for Provincial outreach mailouts

- assisting Executive Director in organization of AGM

EXECUTIVE ASSISTANT

The Executive Assistant is appointed by the Executive Director and Provincial Executive and is responsible for:

- supporting the Provincial Executive by taking notes for monthly Provincial Executive conference/zoom meetings and the AGM
- assisting the Provincial Executive with set up of annual or bi-annual Branch Executive conference call/Zoom meetings and taking notes at these meetings
- supporting various projects as needed, particularly the BC Hydro partnership projects (Safety Rodeo, Hockey Tournament, Stave Falls Fun Family Day, Festival of Trees)

COMMUNICATIONS CHAIR

The Communications Chair is appointed by the Executive Director and Provincial Executive and is responsible for:

- working with Executive Director to create monthly provincial eNewsletter and other provincial communications as required
- providing training and support to Branch Publicity reps in creation of Branch eNewsletters and other communications using the Mailchimp platform
- attending Provincial Executive meetings

PROVINCIAL COMMITTEE AND PROJECT CHAIRS

The Provincial President, Provincial Executive and Executive Director are responsible for:

- appointing Committee and Project Chairpersons, Coordinators, or Representatives of a standing or ad hoc Provincial Power Pioneers committee
- the Committee Chairpersons, Coordinators and Representatives are responsible for:
 - developing a mandate; presenting progress reports and recommendations to the Branch Executive
 - recruiting suitable volunteers to participate as members of the committee
 - creating awareness, recognition and promotion of the project or activity within the Branch, Provincial Association and local communities as appropriate
 - creating and following budget guidelines in conjunction with the Branch Executive

AQUARIUMS PROVINCIAL CHAIR

The Aquariums Provincial Chair is responsible for:

- coordinating a team of Power Pioneer volunteers
- preparing and communicating schedule of aquarium maintenance visits to team
- coordinating with Something Fishy
- providing updates to Provincial Executive
- attending AGM as required

BC HYDRO PARTNERSHIPS PROVINCIAL CHAIR

BC HYDRO HOCKEY TOURNAMENT CHAIR

The BC Hydro Hockey Tournament Chair is responsible for:

- forming a committee of volunteers to assist BCH with various tasks at the tournament including set up, tear down of booth for sale of 50/50 tickets
- providing updates to Provincial Executive
- attending AGM as required

STAVE FALLS FUN FAMILY DAY CHAIR

The Stave Falls Fun Family Day Chair is responsible for:

- forming a committee of Power Pioneer volunteers to assist BCH with various tasks at event including set up, tear down, staffing of identified booths
- communication of information and updates to all parties including BCH Committee, Provincial executive and volunteer committee
- attending AGM as required

SAFETY RODEO CHAIR

The Safety Rodeo Chair is responsible for

- chairing the Lower Mainland Safety Rodeo (every two years)
- assisting the regional Safety Rodeo Chair as needed (every other year)
- working with BCH Safety Rodeo Committee ensuring Power Pioneer volunteer roles and responsibilities are appropriate
- forming a committee of Power Pioneer volunteers to assist BCH with various tasks at rodeo including set up, tear down, staffing of identified booths, selling 50-50 tickets
- communicating information and updates to all parties including BCH Safety Rodeo Committee, Provincial executive and volunteer committee

- attending AGM as required

CARING CRAFTS PROVINCIAL CHAIR

The Caring Crafts Chair is responsible for:

- working with Caring Craft Branch Committee Chairs to determine what items are needed for donation to BC Children's Hospital and local charities
- collecting handcrafted items for donation
- providing updates to Provincial Executive
- attending AGM as required

COMMUNITY ENGAGEMENT PROVINCIAL CHAIR (previously LIFESTYLES/VOLUNTEER HOURS PROGRAM)

The Community Engagement Provincial Chair is responsible for:

- maintaining contact and providing updates with the Branch Community Engagement chairs regarding status and updates to the Volunteer Hours program
- promoting tracking of Volunteer Hours to members throughout the year
- arranging for Volunteer Hours survey to be distributed and carried out each year
- arranging for payments to Branches relating to survey results
- carrying out Lotto draw
- attending AGM as required

HISTORY AND ARCHIVES PROVINCIAL CHAIR

The History & Archive Provincial Chair is responsible for:

- promoting the collection of historical photos, memorabilia and artefacts and working with the Executive Director to ensure proper storage locations are secured (Jingle Pot Museum, BC Hydro Archives/Stave Falls Museum)
- supporting the preservation of our Power Pioneers Provincial Association and Branch activities by connecting with the Branch photographers and Provincial Communications team
- promoting the preservation of our history through the writing of books and articles in an effort to capture the major projects and events of BC Hydro history
- working with the Provincial Executive to maintain and update the historical images on the website
- working with the Executive Director to refer historical enquiries from the public over to BC Hydro
- maintaining a working relationship with our Power Pioneer Jingle Pot Museum Team (Upper Island)

- maintaining a relationship with BC Hydro Visitor Centres through the Executive Director
- maintaining a relationship with the BC Hydro Edmonds Information Centre and Archives (Library)
- providing updates to Provincial Executive
- attending AGM as required

JAMBOREE PROVINCIAL CHAIR

The Jamboree Provincial Chair is responsible for:

- working with Provincial Executive to identify future opportunities for Jamborees
- promoting and encouraging Branches to host future Jamborees
- assisting Branch Jamboree Committee Chairs in organization of Jamborees
- liaising between Branch Jamboree Committees and Provincial Executive
- providing updates to Provincial Executive
- attending AGM as required

JEAN UP PROVINCIAL CHAIR

The Jean Up Provincial Committee Chair is responsible for:

- working with Provincial team to ensure committee members are in place
- implementing annual Jean Up Campaign by:
- maintaining communication with all necessary parties
- working with Committee, ensuring processes are in place
- preparing ongoing email communications to BCH and Power Pioneer volunteers throughout the campaign
- preparing ongoing email communications to Branch Presidents
- ensuring campaign updates are provided for monthly Provincial Executive call and newsletters
- attending AGM as required

LITERACY PROVINCIAL CHAIR

The Literacy Provincial Chair is responsible for:

- liaising with Branch Literacy Committee Chairs
- receiving year end statistical reports from Branch Chairs and collating into one provincial report
- receiving updates from Branch Chairs on their fundraising initiatives
- attending AGM as required

PENSION PLAN CONSULTATIVE COMMITTEE REPRESENTATIVE (PROVINCIAL BC HYDRO ADVISORY ROLE FOR TWO POWER PIONEERS TO SIT ON COMMITTEE)

The Pension Plan & Benefits Provincial Chairs are responsible for:

- representing Power Pioneers at BCH Pension Plan Consultative Committee meetings
- providing Power Pioneers updates to BCH team and bringing Power Pioneers questions to team
- providing updates back to Provincial Executive
- attending AGM as required

SENIOR SAFETY PROVINCIAL CHAIR

The Senior Safety Provincial Chair is responsible for:

- gathering and communicating current and relevant safety and security information and updates to members
- gathering and communicating updates and alerts regarding the latest scams and illegal activities targeting seniors for our members
- communicating tips that help members stay safe by working with the Executive Director and Provincial Communications Chair
- attending AGM as required

YOUTH AWARD PROVINCIAL CHAIR (COMMUNITY SERVICE AWARD, SCIENCE AND HERITAGE FAIRS)

The Community Service Award Provincial Chair is responsible for:

- coordinating with Provincial Heritage and Science Fair organizers for updates and events logistics well in advance of season
- communicating updates and information with all parties including Branch Committee Chairs and Provincial Executive
- receiving and reviewing all youth award applications for distribution to appropriate committee chairs
- notifying Publicity Chair for Provincial and Branch eNewsletter
- attending AGM as required