

CMP REGIONAL REPRESENTATIVES' GUIDELINES

1. Promote the CMP and encourage CMP membership in the represented Region.
2. Become a Member of the National CMP through the National CIM.
3. Establish an executive structure for the region that is most suitable for the region. A recommended format is Chair, Chair-elect, Secretary, and Treasurer.
4. Submit an annual report to the CMP National Secretary (early January) on the Branch's activities, including a financial statement completed in a format provided by the National Treasurer.
5. Provide information on the Branch activities in a timely manner so that the CMP web site can be up to date.
6. Organise a minimum of one regional meeting each year for the purpose of conducting technical presentations/discussions, plant tours and elections.
7. Communicate with other regional representatives and the regional representative coordinator to minimize conflicts in meeting dates.
8. Actively recruit technical papers for the Annual General Meeting of CMP. Liaise with CMP 1st Chair (Technical Program).
9. Attend the CMP Annual General Meeting, the September board of directors meeting, and the two CMP Board of Directors' meetings, held before and after the Annual General Meeting each year, for the purpose of directing CMP activities.
10. Provide a mid-year regional report in advance of the September board meeting.
11. Nominate/assign/elect a replacement representative as necessary, and notify CMP parent body.
12. Be responsible for the region's own financial management, i.e., collecting all necessary funds, soliciting sponsorships, maintaining proper records and bank accounts, developing and maintaining membership records.
13. Prepare a membership list with contact details. Update at least annually. Share with CMP parent body.
14. Provide recommendations / solicit nominations, for persons to be nominated for the various awards presented by the CMP. This is a means of increasing the awareness of the CMP in the Region and providing recognition of members in the Region.
15. Serve a normal two year term as CMP Regional Representative and on CMP Board of Directors. Candidates may serve more than one term.
16. Liaise with local CIM Branch (where one exists) as a means of increasing exposure for the CMP. There are also potential synergies for some joint events such as educational outreach.

CMP REGIONAL REPRESENTATIVES' BEST PRACTICES

The following are recommendations for the best practices to follow in order to have a vibrant local CMP Branch:

1. In addition to the executive structure outlined in Item 3 above, establish a board that can consist up to 6 members. The board can provide continuity through changes in the executive and can include former branch executives.
2. Have a budget developed for each of the events organized by the branch, and have the budget approved by the executive and the branch board. The impact of a greater or lesser number of attendees needs to be projected.
3. Present financial statements to the executive and the branch board at least twice during the year. It is recommended that a screen print of the bank statement be included. This provides support for the financial statement, and a record of the bank, bank account numbers, and investments. This information should be forwarded to the national CMP treasurer for record keeping.
4. Ensure that the WEB site information is up to date. Check for conflicts with other branches on meeting dates so that vendor representatives do not have to select one branch meeting over another
5. For liability insurance purposes, the executive and board of the regions must be members of the CIM National