

## **Member Position Description**

Expert volunteers are an integral part of the safety codes system in Alberta. Over 130 volunteers sit on the 10 sub-councils that make up the Safety Codes Council (Council). Together, they review, formulate, and make recommendations about the codes and standards that help keep Albertans safe at home, at work, and at play.

### ***Nomination & Appointment***

These volunteers are appointed as members of the Safety Codes Council. Members are nominated for appointment because they have valuable technical knowledge and experience in the discipline pertaining to their sub-council. Potential members are nominated by external organizations that have an interest in or are associated with the sub-council's discipline. The one exception is the Member at Large, who is a layperson appointed by the Minister of Municipal Affairs to represent the average Albertan. The membership matrices for all sub-councils are established within Council Policy 9.50 – Matrices and are regularly reviewed to ensure they remain current and relevant to the sub-council's discipline.

While most members are nominated by organizations or associations that relate to the discipline at hand, members do not represent any organization's particular interests. Members are expected to act in the interest of safety in the built environment for all Albertans.

The Council is an equal opportunity organization and values diversity of all kinds.

### ***Member Duties***

Members are expected to bring their subject matter expertise to the sub-council's discussions and decisions. In addition to reviewing, formulating, and recommending codes and standards for use in Alberta, members may be asked to review and recommend changes to the certification requirements for safety codes officers (SCOs) and validate the training SCOs receive. Members may also help set the standards that organizations must meet in order to be accredited to administer the safety codes system within their own jurisdiction.

On average, members can expect to meet four times per year, but this fluctuates depending upon the technical discipline and workload. Meetings are held on weekdays in Edmonton and generally last from 9:00 a.m. to 4:00 p.m. While attendance at meetings is not mandatory, members' expertise and contributions are extremely important to the safety of Albertans. Members are expected to attend as many meetings as possible and not miss more than two consecutive meetings.

Members serve as an important conduit of two-way communication between the Safety Codes Council and their nominating organization. Members may also be asked to research an item between meetings for presentation and discussion at a future sub-council meeting.

In addition to regular meetings, members may be asked to participate in sub-groups, such as a working group or advisory group, and report back to the sub-council on a specific issue. This may require consultation with groups or individuals outside of the Council as well as separate sub-group meetings over and above regular sub-council meetings.

Occasionally, sub-council members may be asked to participate in appeal hearings. Appeal hearings generally last two hours or less, but can span several days depending on the matter being appealed.

### ***Member Support & Remuneration***

The Council provides a mandatory orientation, effective meetings training, and appeals training for its members. Orientation and training sessions are usually held in the spring and fall each year. The Council also supports members' professional development within their respective discipline.

A secure online workspace, called the Member Portal, is used to help sub-councils carry out their business. Members are expected to obtain their meeting agendas and supporting documents from the Portal and are encouraged to use the Portal to share information and discuss issues.

As these are volunteer positions, members are not paid, but they are reimbursed for travel and accommodation expenses involved in attending meetings, in accordance with Government of Alberta guidelines.

In recognition of the valuable service they provide, all members are invited to attend, at the Council's expense, the Council's Annual Conference and AGM in Banff, Alberta. The conference is a way for the Council to thank its dedicated volunteer members for their work throughout the year while also providing them an opportunity to socialize, network, and learn.