

QUEBEC RUBBER AND PLASTICS GROUP

DUTIES AND RESPONSIBILITIES

OFFICERS AND DIRECTORS

1. Every Officer and Director is responsible to attend all executive meetings; except in cases of personal or business obligations when a written report if possible should be sent to the secretary along with notice of absence.
2. Every Director is to keep a file pertaining to his committee which is to be passed on to his successor.
3. Any correspondence should be sent on Q.R. & P.G. stationary whenever possible. A blind copy should be sent to the secretary for file purposes.
4. The specific duties of the Executive is outlined as found attached. This is intended as a guide and any additions to list of duties should be made as developed.

QUEBEC RUBBER and PLASTICS GROUP

DIRECTORS' RESPONSIBILITIES

1973-74

CHAIRMAN:

- 1- General supervision of the affairs and activities of the group.
- 2- Ex-officio member of all committees.
- 3- Preside over meetings.

PAST
CHAIRMAN:

- 1- In the absence of the Chairman, the Past Chairman shall assume all duties and responsibilities normally carried out by the Chairman.

SECRETARY:

- 1- Take minutes of the proceedings in all executive meetings and issue same within a week.
- 2- Conduct correspondence of the Group, including notifying membership at large of meetings they are entitled to attend. "Flyers" to be sent out ten days before date of meeting.
- 3- Responsible for stationery supply and contact on outside mailings.

TREASURER:

- 1- Conduct all financial business of the Group, including banking.
- 2- Prepare interim balance, preferably one for each executive meeting.

TREASURER:
(cont'd)

- 3- Prepare and issue annual financial statement as well as budget for following year.
- 4- Arrange for auditing of books every second year. 1971-1972-1973 books must be audited. Auditors to be chosen at executive meeting.

MEMBERSHIP
CHAIRMAN:

- 1- Campaign for and enrollment of members.
- 2- Maintain accurate and up-to-date membership mailing list.
- 3- Solicit contributions for Ladies Night and Golf.
- 4- Letter of thanks to be sent for parties making donations.

HOUSE
CHAIRMAN:

- 1- Arrange for meeting place and menu for all regular meetings well in advance, and obtain contracts covering.
- 2- Responsible for selling of tickets at regular meetings, also the financial business of the meetings. Financial summary to be submitted to Treasurer.
- 3- Arrange for projector, screen, microphone, and any other speaker's materials required and requested by Program Chairman.
- 4- Set up "Telephone Captain" system to ascertain and promote attendance for all regular meetings.

PUBLICITY/
EDUCATION
CHAIRMAN:

- 1- Set up and notify members of any pertinent educational courses (available) such as the Akron Correspondence course on Rubber Technology.
- 2- Make arrangement for symposium or similar activity when decided by executive meeting.

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PUBLICOTY/
EDUCATION
CHAIRMAN:
(cont'd)

- 3- Send notices to Trade journals and magazines such as photos and high lights of past meetings, as well as our regular meeting schedule.
(suggestions: Rubber and Plastic News, Rubber World, Rubber Age, Canadian Plastics, Chemistry in Canada, Distillate of C.I.C.)
- 4- Promote rubber technology and education.

PROGRAM:
CHAIRMAN:

- 1- Seek out speakers for meetings of calendar year for approval by executive meeting.
- 2- Follow up on travelling arrangement of scheduled speakers; to assure their presence or substitute speaker if necessary.
- 3- Responsible for the formal introduction of speaker, and for thanking the speaker afterwards (both duties not necessarily performed by the Program Chairman; it is recommended a member at large to be sought out to thank the speaker).
- 4- Must ensure that meetings start on time.
- 5- A letter of "thanks" to be sent to each speaker afterwards.

SOCIAL
EVENTS
DIRECTOR:

- 1- Responsible for setting up committees to handle all details including locations, concerning Eastern Town Ship meeting, Ladies Night and Golf Tournament; secure reservation on location a year in advance.
- 2- Make recommendation on place, time and menu for these special events to the executive meeting.
- 3- Purchase and distribution of prizes for these events.
- 4- Prepare special report (including financial summary) for these events.
- 5- Responsible for securing location and menu only for special meeting, e.g. December meeting.