

Ottawa Electrical Contractors Association

Information for Potential New Board Candidates

Are you considering putting your name forward to serve on the Ottawa Electrical Contractors Association Board of Directors? Thank you for your willingness to contribute your time and expertise to the Board and its committees. The Ottawa ECA plays a vital role in supporting our industry, and we believe you will find serving on the Board to be both meaningful and rewarding. Below is some information you should know.

The Board

The Board is comprised of ten representatives and is intended to reflect a cross-section of the membership. Care is taken to ensure appropriate balance with respect to the size of member firms. To serve on the Board, your company must be, and remain, an active member in good standing of the Association. In addition, Board members must be an owner or officer of the firm or corporation they represent, hold an executive position with discretionary authority, or act as the local branch representative of a member corporation. All Board members are elected to serve a two-year term.

Officers

The Officers of the Board consist of the Chairman, Vice-Chairman, Treasurer, and Immediate Past Chairman, each serving a two-year term. The Treasurer is appointed by the newly elected Board. Together, these four officers, along with the Executive Director/General Manager (ex officio, non-voting), form the Executive Committee. Once a Director is elected as Treasurer, they automatically progress through the executive roles to Chairman. Officers are not subject to re-election by the membership.

Time Commitment:

Meetings

The Board meets a minimum of eight times per year and typically convenes ten times annually. In addition to regular Board meetings, there are two All Members Meetings and one Annual General Meeting, all of which Board members are expected to attend. These three meetings are generally scheduled on the same dates as regular Board meetings.

Board meetings are usually held at the ECA office on the first or second Tuesday of each month, unless rescheduled due to a conflict. Meetings begin in the afternoon (typically around 4:00 p.m.) and last approximately two hours. Board members may participate virtually, when necessary to help achieve quorum, which requires seven members in attendance. Please note that missing three consecutive Board meetings may result in removal from the Board.

Committee's

The Ottawa ECA has nine active committees, primarily composed of Board members. Board members are either appointed or volunteer to participate, which adds to their overall commitment. Most committees meet no more than quarterly. The committees include: the Executive Committee, Labour Management Committee, Local Apprenticeship Committee, Electrical Industry Benefit Plan Committee, Education Committee, ETBA/ETJB Committee, Change Order Guide Committee, JEPP Committee, and the OCA Board Electrical Representative.

Calls and Emails

It should be noted that, in addition to Board and Committee meetings, Board members are expected to respond to calls and emails related to their role on the Board or a Committee. While every effort is made to manage these communications efficiently, some time commitment outside of scheduled meetings is inevitable.

Events

While attendance at ECA events throughout the year is not mandatory, it is strongly encouraged and generally expected, except in cases of unforeseen circumstances. Key events include the Summer Board of Directors Meeting, which is typically held offsite and often outside of Ottawa; the annual ECA Golf Tournament, usually held in early July; and the Christmas Gala, which takes place each year in early December.

Constitution, Procedural By-law and Code of Conduct

The Ottawa ECA is governed by a Constitution, and Board and Committee meetings operate under Procedural By-laws. If elected to the Board, you will receive copies of all other relevant policies. Both Board members and staff are expected to adhere to the ECA Code of Conduct.

Any questions can be forwarded to Daryl Sharkey, Ottawa ECA Executive Director/General Manager.