**E.D. Scope of Work Distribution**

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| **Description** | **Allison** | **Board/Other** |
| Committees:* Board Meetings
* Develop Committee composition, mandates and action or advocacy plans for:
	1. Convention
	2. Gold Standards (GS)
	3. GR
	4. Semi-annual (if applicable)
* Facilitate new Committee member orientation for all committees
* Plan/facilitate meetings for GS, GR and Semi-annual committee mtgs.
* Track tasks – action follow up reminders for members and updates for the Board
* Research/gather and prepare information as required for meetings
 | BOD Mtgs.: will continue to provide support sharing mtg. documents via web portal and if required, after November can write minutes.Convention: will continue to manage 2017 Convention Cmte. GS: mtgs. would only be applicable if program review/changes are required for 2018.GR – If required, Allison will continue posting mtg. documentation on the portal.Semi-Annual: TBD Spring 2018 | BOD Mtgs.: BOD will need to draft agendas and identify supporting documents. Someone will need to take minutes at October and November BOD mtgs.GR – assuming Board will be responsible for all committee activities.Semi-Annual: TBD Spring 2018 |
| Members:* Operator meetings format, presentation and binder content, facilitate proxies as per Bylaws
* Member communications – email updates on FDFA or industry related topics, produce the Communique (quarterly or annually?)
* Member surveys – designing online surveys and/or calling all operators directly
* Dealing with member issues – various topics, i.e. port/customs issues, Fintrac, tobacco, leases, issues with other members, code of ethics and conflict of interest complaints (i.e. RBH)
* Sales statistics – analyze and distribute
 | Operators Mtg.: can distribute mtg. notice and proxies as per the bylaws. With direction from the board, can prepare November mtg. binders providing all is received by a predetermined deadline.Member Communications: As required, Allison can distribute communications to members on behalf of the BOD and create online surveys. Member Issues: Allison will bring any issues to the Board’s attention.Sales Statistics: Allison will continue to distribute the standard email analysing the monthly sales stats. | Operators Mtg.: Direction from Board required on mtg. binder’s contents. Support will be required from BOD in preparing any presentation – PP speaking notes for the meeting.Member Communications: BOD will need to provide direction on content for member communications and e-newsletters (if applicable).Member Issues: BOD will action any member issues |
| Financial/Budget Management:* E.D. was accountable for any purchases under $2k, i.e. office equipment
 | Allison will direct any financial questions to the Treasurer – including any non-basic office purchase or spending. Quarterly reporting will continue as per usual. |  |
| Gold Standards Awards Program:* Facilitate voting process, develop voting committee, i.e. sponsors, duty free media and FDFA office
 | Given an unbiased party is required to participate in voting, Allison can facilitate the voting process and awards development. |  |
| Media:* Monitor media activity on industry related topics
* Phone and live interviews pre, during and post convention
 | Allison will alert the BOD of any articles received on the industry via Google alerts. | BOD representatives will be needed to provide media interviews during the convention and on other occasions throughout the year (IAADFS and Cannes publications). |
| Convention 2017:* Financial oversight – responsible for budgetary decisions
* Sponsorship – personally contact all potential sponsors and develop custom packages as required
* Host guest from TFWA, CBSA, IAADFS (all TBC)
* Marketing 2018 Convention
* 2017 Convention activities:
	+ Facilitate Quebec store tour event
	+ Welcome speech at opening cocktail
	+ Media Appreciate event
	+ Gala: welcomes all and thanks sponsors etc.
 | For 2017 Allison can discuss any budgetary concerns with the Convention Cmte. and keep the BOD appraised.Convention Activities: Allison will discuss and assign theses task with the Committee at the Sept. 14th mtg. | Assistance securing the outstanding sponsors is vital to meeting budget this year.If Erik Juul-Mortensen attends, a Board member should be available to meet with him. IAADFS has not officially been invited this year.Provide assistance in developing 2018 convention marketing plan |
| GR:* Lobbying Act Registration for FDFA – reports all FDFA lobbying activity
* Proactive on potential legislative changes such as; US/Canada pre-clearance, tobacco, allowances
* Meet/converse regularly with: CBSA, TSA, RCC, TIAC, Canadian Chamber, Contraband Tobacco groups, CDN Federation of Independent Businesses
* Events: Liberal Party, GR networking meetings
* Dependant on GR activities – attend Federal Government’s annual budget and/or participate in pre-consultation when applicable
 |  | Lobbying Act: only paid employees can register for lobbying on behalf of the FDFA. Laurie’s registration is now inactive.BOD/GR Committee’s responsibilities |