**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 |