

2019 U40 Committee Roles & Responsibilities

We encourage those that are interested in becoming involved in the U40 Committee to attend the AGM and put your name forward for one of the listed positions.

The U40 Committee will meet up to 6 times per year (including the AGM) and term length of each role is 1 year. In addition to the outlined responsibilities below, all Committee members will be expected to attend all committee meetings and are encouraged to attend all U40 events.

Executive Positions:

Chair (1) – Appointed: *Mike Wallis, Flynn Group of Companies*

Provide leadership and guide the U40s to achieve goals set out at Executive Committee meetings. When needed, assist VRCA staff with U40 events and initiatives. Mentor Vice-chair. This position is automatically appointed to the previous year's "Vice-Chair".

Past Chair (1) – Appointed: *Niko De Marre, Graham Construction & Engineering LP*

Act as the liaison between the U40 Executive Committee and the VRCA Board of Directors. Relay any requests and progress to the U40 Committee. This position is automatically appointed to the previous year's "Chair".

Event Project Supervisor (1) – Open

Responsible for overseeing the U40 group's event program and will report to the U40 chair (and vice chair as needed). Liaise between the VRCA Education & Events Project Manager and each U40 Event Coordinator to ensure deadlines, marketing, budget and attendance are met. *(Reference Kate Larson, ITC Construction)*

Vice Chair (1) – Open Position

Assist the Chair with providing leadership and guiding the U40s to achieve goals set out at Executive Committee meetings. When needed, assist VRCA staff with U40 events and initiatives.

Fill in as acting Chair when Chair is absent. Term length is 1 year however, the role comes with the commitment to advance to the "Chair" position in 2018, and then "Past-Chair" in 2019. *(Reference Mike Wallis, Flynn Group of Companies)*

Treasurer (1) – Open Position

Responsible for reporting to the U40 committee on the financial viability of the events and to ensure they remain sustainable. Assist with raising sponsorship funds when needed throughout the year. *(Reference 2018: Ryan Whittle, Evolve Accounting Group LLP)*

Secretary (1) – Open Position

Assist with administrative duties including recording minutes at U40 committee meetings & issuing to the VRCA to distribute to the group. *(Reference 2018: Brian Trann, Williams Scotsman of Canada Inc.)*

Committee Positions:

Construction Leadership Forum Reps (2) – Open Position

Attend all VRCA Construction Leadership Forum Committee meetings as U40 Committee representative. Relay any requests and progress between the two committees. *(Reference 2017-18: Kristoffer Gurlesky, Kindred Construction, Jeff Dupley, ETP Energy Technology Products)*

Education Committee Reps (1) – Open Position

Attend all VRCA Education Committee meetings as U40 Committee representative. Relay any requests and progress between the two committees. *(Reference 2017-18: Kyle Davis, Matchbox Consulting, Brittany Bailey, Western Pacific Enterprises)*

General Contractors Council Rep (1) – Open Position

Attend all VRCA General Contractors Council meetings as U40 Committee representative. Communicate any requests and progress between the two committees. *(Reference 2018: Mark West, Victaulic).*

Trade Contractors Council Rep (1) – Open Position

Attend all VRCA Trade Contractors Council meetings as U40 Committee representative. Communicate any requests and progress between the two committees. *(Reference 2018: Stu Alleyn, PML Professional Mechanical)*

Manufacturer & Supplier Rep (1) – Open Position

Attend all VRCA Manufacturer & Supplier Council meetings as U40 Committee representative. Communicate any requests and progress between the two committees. *(Reference 2018: Josh Jansen VanDoorn, Super Save Group of Companies)*

KidStart Liaison (1) – Open Position

Represent KidStart, the U40 Charity of choice, at committee meetings. Work with VRCA Staff to help raise funds through U40 events for the charity. *(Reference 2018: Tara Sibley, PML Professional Mechanical)*

U40 Event Coordinators (10) – Open Positions

Assist VRCA staff with the planning, organization, execution of a minimum of one assigned event which may include researching venue, securing sponsorship, sourcing prizes, and assisting at event. (VRCA staff will be responsible for the venue bookings, online registration, and communication of the event).

- **Construction Site Tour (1)** *(Reference 2018: Joseph Salazar, Geoscan Subsurface Surveys)*
- **Mentorship Breakfast Coordinators (2)** *(Reference 2018: Sid Sachdeva, Pacific Restaurant Supply, Ruairi Spillane, Outpost Recruitment)*
- **Volunteer Day/Pub Night (1)** *(Reference 2018: Zajac Ranch: Jeff Dupley, ETP Energy Technology Products)*
- **Baseball at the Nat (1)** *(Reference 2018: Will Lawrence, BMS Canada Risk Services)*
- **Boat Cruise (1)** *(Reference 2018: Stephanie Streat, BTM Lawyers)*
- **U40 Golf Tournament (1)** *(Reference 2018: Tyler VanderHoek, Got-Bins Group, Jeff Dupley, ETP Energy Technology Products)*
- **Oktoberfest (1)** *(Reference 2018: Josh Jansen VanDoorn, Super Save & Jeff Dupley, ETP Energy Technology Products)*
- **Trivia Night (1)** *(New Position)*
- **Ski Day (1)** *(New Position)*
- **Legal Update (1):** *Stephanie Streat, BTM Lawyers*