



Association of Canadian Ergonomists
Association Canadienne d'Ergonomie

Section	Subject	Page
Governance	Selection and Compensation of ACE delegates for IEA General Meetings	1
		Date 2008-03-01

Purpose To establish a clear policy for the selection of ACE delegates for the IEA Annual General Meeting, and for financial compensation of any expenses incurred in attending the IEA Annual General Meeting.

Policy **Definition** The International Ergonomics Association (IEA) suggests that each member organization be represented by their President.

The Association of Canadian Ergonomists (ACE) holds two seats/votes at the IEA Annual General Meeting (AGM). Therefore, ACE may also nominate a second delegate to attend and vote at the IEA AGM.

The National Executive of ACE supports full and appropriate representation of ACE at the IEA AGM. In order to facilitate this representation, it also commits to allocating financial resources to cover some or all of the expenses of sending two delegates to the IEA AGM.

Procedure

1. Initially, the two representatives that will be appointed to attend the IEA AGM shall be the President of ACE and the Executive Director of ACE.
2. If one or both of these people are unwilling to attend, another delegate can be appointed from among the members of the ACE National Executive. Subsequent appointees shall be nominated in the following order:
 - a) President-Elect
 - b) Secretary
 - c) Treasurer
3. If none of these people are able or willing to attend, a delegate can be appointed from the remaining National Executive members (i.e. Region Presidents). The Region Presidents would be selected in order of which individual is able to arrange transportation to the conference for the least financial cost.
4. ACE commits to allocating up to \$5000.00 annually to covering the expenses of sending two delegates to the IEA AGM. Before actually committing the requested amount, it shall be reviewed by the ACE National Executive, to confirm whether or not the requested amount can be provided with due consideration for other financial commitments that may be at issue.
5. The delegates who attend the IEA AGM shall provide a total of one report (verbal or written) to the ACE National Executive, and also a total of one article for the Communiqué. Both items are to be completed within 1 month of the meeting.

DATE POLICY APPROVED	REVIEW DATE	COMMITTEE RESPONSIBLE
2008-01-09		National Council



Association of Canadian Ergonomists
Association Canadienne d'Ergonomie

Section	Subject	Page
Governance	Selection and Compensation of ACE delegates for IEA General Meetings	2
		Date
		2008-03-01

DATE POLICY APPROVED	REVIEW DATE	COMMITTEE RESPONSIBLE
2008-01-09		National Council