

“Waterlogged”

CWSA is proud to present:

AN ADMINISTRATIVE WORKSHOP & ANNUAL GENERAL MEETING
“Governance and Roles within an Improvement District”

Location: North Cedar Improvement District, 2100 Yellow Point Rd, Cedar, BC

Date: Tuesday, May 2, 2023 **Time:** 9:00 am - 2:00 pm lunch included!

Notice of Annual General Meeting: 1:00 pm

CWSA sends a warm welcome to all our current Members, Administrative Staff, and Associates to “Your Organization.”

We are pleased to have Lisa M. Zwarn (Curry), PRP present on this topic. This Workshop will provide valuable information for all Trustees and Administrative staff involved in water utility and an informative insight with ongoing challenges. Please see Lisa’s Bio attached, including her extensive experience and knowledge.

Presentation Outline by: Lisa M. Zwarn (Curry), PRP

Authority to Govern

- Legislation
- Processes
- Parliamentary Procedure
- Constraints
- Fiduciary responsibilities
- Board-Staff relations

Duties of Participants

- In general
- Before the meeting
- During the meeting
- After the meeting

Duties of a Chair

- Before the meeting
- During the meeting
- Meeting management
- After the meeting

Basic Parliamentary Procedure

- Principles behind the Rules
- 6 steps for Handling a Motion
- Main Motion
- Common Other Motions

- Amendments
- Refer to a Committee
- Postpone to another time
- Recess and Adjournment
- Point of Order
- Appeal

Roles in Decision Making

- Role of the group
- Role of the participants
- Role of the chair
- Role of staff
- Role of governance
- Role of policies and procedures

Challenges involved in Making Decisions

- Participants
- Board collectively
- Information
- Procedure - Agenda, Debate, Formality
- Technology
- Communication
- Time

Effective Decision Making

- Characteristics of ineffective and effective decisions
- Decision making - the fantasy and the reality
- Factors that can impact decisions
- Framework for making a decision
- Assessment of decisions

To register, please see the Administrative Workshop & AGM Registration Form or click [here](#) and register on our website.

We gratefully acknowledge the financial support of BC One Call!
Click www.bc1c.ca or Call before you dig!

For questions, please contact Administrator, Caroline Stillinger
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