



BRAED

Battle River Alliance
for Economic Development

OPERATIONS PLAN

April 1, 2009 – March 31, 2010
2009 / 2010 Fiscal Year

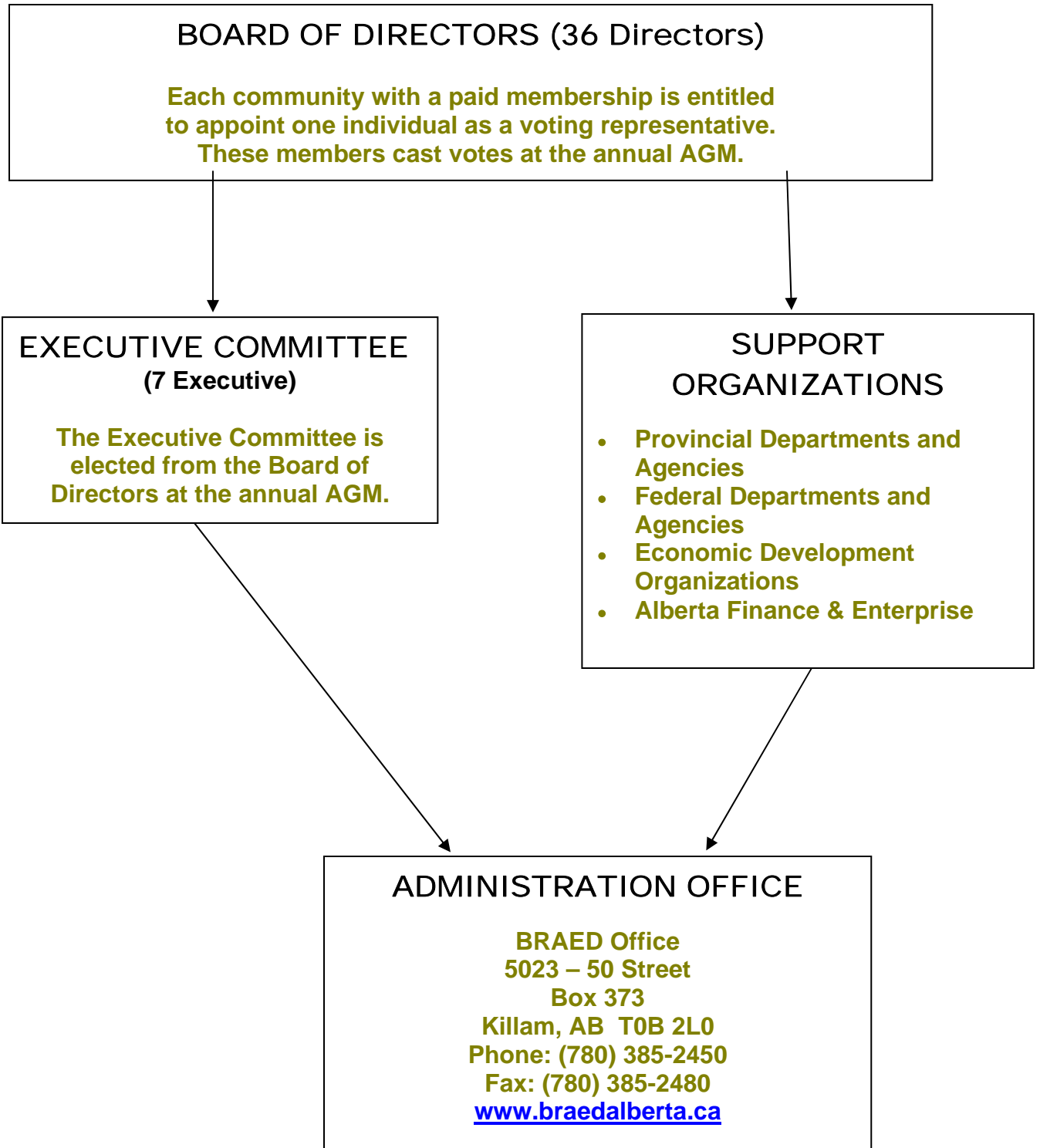
1.0 BACKGROUND

- Battle River Alliance for Economic Development (BRAED) is currently a regional economic development alliance of thirty-six (36) municipalities and one associate member: Villages of Alix, Alliance, Bawlf, Chauvin, Consort, Edberg, Edgerton, Forestburg, Galahad, Halkirk, Heisler, Holden, Hughdenden, Irma, Lougheed, Rosalind, Ryley, and Strome; Towns of Bashaw, Castor, Coronation, Hardisty, Killam, Millet, Provost, Tofield, Viking, and Wainwright; City of Camrose, Beaver County, County of Camrose, County of Paintearth, Flagstaff County, M.D. of Provost, and M.D. of Wainwright and the East Country Economic Development Society.
- BRAED is registered as a non-profit Corporation under The Companies Act of Alberta in the name of Battle River Alliance for Economic Development Ltd. The Articles of Association of BRAED include the address of the registered office, membership requirements, and procedures for meetings, rules and regulations for the Board of Directors, Committees and Officers along with administrative details on banking, auditors, notices, etc.
- The corporate structure of BRAED consists of a Board of Directors comprised of one appointee from each member municipality. The Board of Directors elects an Executive Committee comprised of the President (Chair), Vice-President (Vice Chair), Secretary/Treasurer and four “Members at Large”. A manager, administrator, and various support organizations are part of the overall organization support structure.
- BRAED’s mission statement is ***“to enhance regional economic development opportunities in the Battle River region.”***

BRAED’s five core activities are:

1. **Information sharing** - To provide BRAED members with tools, education and other customized intelligence to support economic development.
2. **Promotion** - To build awareness of and promote BRAED’s value-added services to its members and other jurisdictions.
3. **Service delivery** - To provide BRAED members with vehicles for delivering information, expertise and support to their clients and customers.
4. **Advocacy** - To establish awareness of BRAED issues and initiatives among provincial and federal government officials.
5. **Maintain excellence in governance and operations** - To continue to excel in operations and services.

BRAED ORGANIZATIONAL CHART



Each core activity consists of a number of initiatives that BRAED will undertake over the next year. It should be noted that not all Core Activities will be addressed in every year.

Core Business	Goal	Initiative
1. Information Sharing	Maintain a competitive advantage by providing customized economic intelligence	<ul style="list-style-type: none"> ➤ Develop a business case for rural business operations
2. Promotion	Become the recognized voice for regional economic development	<ul style="list-style-type: none"> ➤ Produce organization's information publications ➤ Develop industry partnership program ➤ Create an arts and entertainment industry profile
	Achieve a highly satisfied and active membership within BRAED	<ul style="list-style-type: none"> ➤ Establish an awards program
3. Service Delivery	Proactively develop and distribute cutting edge tools and best practices to BRAED members	<ul style="list-style-type: none"> ➤ Participate in conferences, meetings and workshops ➤ Assess operational model
4. Advocacy	Become the recognized voice for regional economic development	<ul style="list-style-type: none"> ➤ Work with regional stakeholders in advocating for the economic development of the region
5. Governance Excellence	Become a self-sustaining organization that clients and stakeholders perceive as high performing and independent.	<ul style="list-style-type: none"> ➤ Review policies, procedures and governance model.

BRAED's business operations in 2009 - 2010 are a direct result of the priorities set by the Board of Directors for the year and the financial and human resources currently available or assumed to become available through coordination and collaboration.

Financial information included in the annual operations plan consists of annual projected income and expenses. BRAED's main sources of revenue come from a \$0.30 per capita municipal annual membership fee and a grant from Alberta Employment, Immigration and Industry. Programs of assistance from other government sources will also be utilized where applicable.

The following material summarizes 2009-2010 operations by highlighting each initiative along with corresponding costs. The work plan is intended to be a dynamic working document, subject to revision and updates during the course of the year by BRAED's management and administration.

Initiative Budget Forecasts				
BRAED Core Business	BUDGET	AFE	BRAED	CDT
1. Information Sharing				
Board Governance & Orientation	\$7,500	\$5,000	\$2,500	
Communications	\$6,000	\$6,000		
Regional Awareness	\$5,000		\$5,000	
Website Maintenance & Development	\$5,000		\$5,000	
CED/EDO/REDA Economic Development Collaboration	\$2,500	\$2,500		
Total Estimated Core 1	\$26,000	\$13,500	\$12,500	
2. Promotion				
Raising the Profile of the Region	\$3,500	\$2,500	\$1,000	
Regional Economic Development	\$75,000			\$75,000
Regional Tourism Development	\$80,000			\$80,000
Total Estimated Core 2	\$158,500	\$2,500	\$1,000	\$155,000
3. Service Delivery				
Investment Attraction Strategy	\$20,000	\$20,000		
Work Force Development	\$3,000	\$2,000	\$1,000	
Defence Industry Development	\$10,000	\$10,000		
Agri Food Industry Development	\$45,000			\$45,000
Trade Corridor Development	\$10,000	\$10,000		
Total Estimated Core 3	\$88,000	\$42,000	\$1,000	\$45,000
4. Advocacy				
MLA Roundtable Consultations	\$1,000		\$1,000	
Land-use Framework Advisory Committee	\$1,500		\$1,500	
Total Estimated Core 4	\$2,500		\$2,500	
5. Excellence in Governance and Operations				
Maintain effective operations for BRAED	\$42,000	\$40,000	\$2,000	
Total Estimated Core 5	\$42,000	\$40,000	\$2,000	
TOTAL	\$317,000	\$98,000	\$19,000	\$200,000

The work plans guide implementation of each initiative and are instrumental for effective management control and ensuring that issues are dealt with expeditiously.

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Information Sharing
INITIATIVE	<i>Board Orientation & Governance</i>
ACTION REQUIRED	Terms of Reference for the Steering Committee Request for Proposals to develop a Board Orientation and Governance Package Governance training/working session for the Steering Committee and the Board of Directors for BRAED (An initial ½ day session with the Steering Committee, a 1 ½ day session for all Board members, and a third session as a follow up in year 2).
EXPECTED RESULT(S)	Review of the MOU between BRAED & AFE Development of governance documents (roles & responsibilities) Ability of Board of Directors, Executive Team and Project Task Teams to make effective decisions through guidance provided by governance documents Increased capacity and sustainability of BRAED Enhanced organizational accountability
PERSONNEL INVOLVED	BRAED Board of Directors BRAED Executive Team BRAED Project Task Teams Administration
SCHEDULE	December 2009
BUDGET	\$7,500 (AFE - \$5,000) (BRAED - \$2,500)

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Information Sharing
INITIATIVE	<i>Communications</i>
ACTION REQUIRED	<ol style="list-style-type: none"> 1. Develop BRAED's annual report for 2008 2009 fiscal year <ul style="list-style-type: none"> ▪ Collect information on activities, accomplishments, and financial statements to be included in report. ▪ Prepare annual report in house for BRAED AGM 2. Develop BRAED's operation plan for 2009 - 2010 <ul style="list-style-type: none"> ▪ Gather input from BRAED members on activities for upcoming year ▪ Prepare operations plan in house for distribution to members, funding partners, and supporting organizations ▪ Monitor performance quarterly with BRAED Executive Committee and semi-annually with Board of Directors 3. Prepare Quarterly Newsletter <ul style="list-style-type: none"> ▪ Gather information on regional economic development events; showcase one community per quarter and identify any community training opportunities for the "<i>BRAED Knotice</i>" newsletter ▪ Prepare in house and distribute to BRAED members, partners and support organizations 4. Respond to the 12 recommendations of the REDA "The Next Level" report <ul style="list-style-type: none"> • Partner and share with other REDAs on goals and initiatives • Continue to improve REDA communications • Improve marketing and promotion of the provincial REDA initiative • Include performance measures within BRAEDs' Operations plan (2 major economic development projects per year, 2 economic development services per year, one REDA governance improvement per year and at least 2 networking and collaboration activities per year).
EXPECTED RESULT (S)	<p>The annual report and operations plan focus members on accountability and performance of the BRAED organization. Reviewed and ratified at AGM</p> <p>The quarterly and semi annual review of the operations plan will create a greater awareness of BRAED within the region</p> <p>The <i>BRAED Knotice</i> builds confidence in BRAED by profiling our members, advising members of events and encourages participation.</p> <p>Publicize and promote regional events.</p> <p>Purchase promotional items for the region.</p>
PERSONNEL INVOLVED	<p>BRAED Board of Directors</p> <p>BRAED Executive Team</p> <p>Marketing and Communications Task Team</p> <p>Defence Industry Task Team</p> <p>Agriculture Task Team</p> <p>Tourism Task Team</p> <p>Administration</p>
SCHEDULE	<p>Annual Report May 2009.</p> <p>BRAED Ops Plan June 2009.</p> <p>BRAED newsletter quarterly.</p>
BUDGET	\$6,000 (AFE - \$6,000)
PROGRESS TO DATE	

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Information Sharing
INITIATIVE	<i>Regional Awareness</i>
ACTION REQUIRED	<p>Engage BRAED members to participate in BRAED recognized events</p> <ul style="list-style-type: none"> • Board of Director meetings • Executive Team meetings • Task Team meetings (4 teams on quarterly basis) • EDO meetings (host quarterly update sessions) <p>Identify events that BRAED will attend from marketing purposes Community visitations and event attendance where BRAED Board of Director members can display and distribute BRAED materials to residents in their communities.</p>
EXPECTED RESULT (S)	<p>Create more awareness and knowledge about BRAED activities and work. Create a stronger and more vibrant organization through membership buy in. Build better networks Board of Director meetings on a quarterly schedule Executive Team meetings on a monthly basis (as needed) Task Team meetings on a quarterly schedule</p>
PERSONNEL INVOLVED	<p>Executive Committee Administration Board of Directors Task Teams</p>
SCHEDULE	Ongoing
BUDGET	\$5,000 (BRAED - \$5,000)
PROGRESS TO DATE	

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Information Sharing
INITIATIVE	<i>Website Maintenance & Development</i>
ACTION REQUIRED	<p>Update photo gallery of all members in the region and post on the website. Improve web content for business and investment attraction. Develop links as appropriate to the region to the BRAED website Provide updated data, narrative and graphics to web master Search for new web based tools to assist BRAED in its online communications and incorporate them in website Promote website to BRAED members, stakeholders, other REDAs and the general public.</p>
EXPECTED RESULT (S)	<p>A website that is both current and accurate and functional to meet the needs of potential investors and BRAED members Enhance awareness of BRAED outside of the region</p>
PERSONNEL INVOLVED	<p>Marketing & Communications Task Team Administration</p>
SCHEDULE	<p>Completion March 31, 2010</p>
BUDGET	<p>\$5,000.00 (BRAED - \$5,000.00)</p>
PROGRESS TO DATE	<p>➤</p>

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Information Sharing
INITIATIVE	<i>CED/EDO/REDA Economic Development Collaboration</i>
ACTION REQUIRED	Economic Development Practitioners Meetings, including practitioners across the BRAED region to share objectives, information and knowledge. Sub-regional and stakeholder meetings to understand each partner/stakeholder happenings that impact the immediate area. Tri- REDA (with PEP and HUB) meetings in the Eastern Corridor to network, share information and training opportunities.
EXPECTED RESULT (S)	Sharing of regional practices and ideas and provision of training in key areas. Cooperation on mutually beneficial initiatives. It is anticipated that identified networking groups such as economic development practitioners meetings and others meet up to four times per year and strive to involve/communicate with 70% of the economic development officers and other stakeholders.
PERSONNEL INVOLVED	Community EDOs, CAOs and other stakeholders Tri-REDA Board members (and other interested REDA groups) Administration,
SCHEDULE	March 31, 2010
BUDGET	\$ 2,500 (AFE - \$2,500)
PROGRESS TO DATE	➤

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Promotion
INITIATIVE	<i>Raising the Profile of the Region</i>
ACTION REQUIRED	<p>Develop “Ambassador Program” package and strategy. Gather success stories of the BRAED region. Identify needs and implement process to support data-base development and updating. Determine and arrange venue, date and theme for the Annual Meet N Greet. Invite participants and arrange agenda and speaking notes for Chair. Invite representatives from Municipal leadership, Chambers of Commerce and Economic Development Agencies.</p>
EXPECTED RESULT (S)	<p>Increased awareness about BRAED Stronger working relationships with communities and other agencies. More and targeted promotion of the region to site selectors, investors and visitors.</p>
BUDGET	\$3,500 (AFE - \$2,500.00) (BRAED -\$1,000)
PERSONNEL INVOLVED	<p>Executive Committee Marketing Task Team Administration Contractor</p>
SCHEDULE	March 31, 2010
PROGRESS TO DATE	➤

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Promotion
INITIATIVE	<i>Regional Economic Development</i>
ACTION REQUIRED	<p>Utilize BRAED’s promotional communication tools – “Basically BRAED” PowerPoint presentation, BRAED brochure and regional information. Marketing task team to develop a plan to communicate to the BRAED membership and stakeholders the advantages of belonging and supporting the activities of the alliance. Develop Terms of Reference for Regional Economic Development Coordinator position to promote opportunities within the BRAED region. Hire contract Coordinator position.</p>
EXPECTED RESULT (S)	<p>Regional Economic Development Coordinator hired to:</p> <ul style="list-style-type: none"> • Encourage community participation in regional economic development • Stimulate regional industry awareness of opportunities for small and medium sized businesses, including military procurement • Reporting and monitoring progress and activities to the BRAED Executive on a monthly basis • Coordinate a variety of activities for the development of BRAED, including advocacy, promotion and project management support • Serve as a liaison/ombudsman to the BRAED member communities providing assistance to facilitate efficient partnerships and relationships <p>BRAED primary brochure for distribution by members and staff. BRAED powerpoint presentation to be used in conjunction with Board meetings, Chambers of Commerce meetings, Municipal Council meetings and others who request. Brand recognition for the organization Increased cooperation within the region BRAED continues to develop its regional identity All marketing materials to have a standard look</p>
PERSONNEL INVOLVED	<p>BRAED Board of Directors BRAED Executive Team Marketing & Communications Task Team Administration Regional Economic Development Coordinator</p>
SCHEDULE	March 31, 2010
BUDGET	\$ 75,000 (CDT- \$75,000)
PROGRESS TO DATE	➤

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Promotion
INITIATIVE	<i>Regional Tourism Development</i>
ACTION REQUIRED	<p>Develop a “tourism operator resource manual”</p> <p>Produce and distribute regional visitor magazine and other materials.</p> <p>Continue strategy of trade show participation and update displays.</p> <p>Create a tourism development strategy in line with the BRAED Strategic Plan to encourage awareness of tourism development within the region.</p> <p>Develop a Terms of Reference through the Tourism Task Team for the development of the Tourism Development Strategy.</p> <p>Contract for the implementation of the strategy development.</p> <p>Partner with stakeholders within the region and with neighbouring stakeholders to support and encourage awareness of tourism products within the BRAED region.</p> <p>Continue to build closer involvement with Alberta Tourism, Parks, Recreation and Alberta Culture and Community Spirit, Travel Alberta and regional players in regional tourism product development.</p>
EXPECTED RESULT (S)	<p>Development of a Tourism Development Strategy.</p> <p>Production of a Tourism Operators Resource Manual</p> <p>Increased knowledge of tourism opportunities within the BRAED region</p> <p>Tourism product development.</p> <p>Stronger relationship with provincial and regional tourism stakeholders.</p>
PERSONNEL INVOLVED	<p>BRAED Executive Committee</p> <p>BRAED Tourism Task Team</p> <p>Contractor</p> <p>Administration</p>
SCHEDULE	March 31, 2010
BUDGET	\$ 80,000 (CDT - \$80,000)
PROGRESS TO DATE	

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Service Delivery
INITIATIVE	<i>Investment Attraction Strategy</i>
ACTION REQUIRED	<p>Development of the inventory within BRAED’s industry sectors of businesses as they impact Alberta’s Eastern Corridor. Develop Terms of Reference in partnership with neighbouring REDAs to create an Investment Attraction Strategy. Hire contractor through RPF process.</p> <p>Implementation of the Investment Attraction Strategy for Industrial Equipment and Machinery Manufacturing</p> <ul style="list-style-type: none"> • Develop a list of major industrial equipment and manufacturing suppliers and meet with at least two suppliers. • Develop investment attraction DVD listing all the key attraction elements within the BRAED region. <p>Promote the Productivity Alberta Initiatives to businesses within the BRAED region.</p>
EXPECTED RESULT (S)	<p>Marketing of the Industrial Equipment and Manufacturing Sector Profile created in 2008-2009. Implementation of the 2009 Industrial Equipment and Machinery Manufacturing Investment Attraction Plan. More investment and development in the region. New and potential opportunities in the alternate energy sector and in the construction industry. Continued heavy involvement by industry in trades training. Capacity building within the BRAED region. Longer term sustainability of businesses within the BRAED region.</p>
PERSONNEL INVOLVED	<p>Executive Committee Marketing & Communications Task Team Contractor Administration</p>
SCHEDULE	March 2010
BUDGET	\$20,000.00 (AFE - \$20,000.00)
PROGRESS TO DATE	➤

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Service Delivery
INITIATIVE	<i>Work Force Development Program</i>
ACTION REQUIRED	<p>Work with Provincial Ministries to include information and linkages to information on foreign worker recruitment on BRAED's website</p> <p>Collaborate with Alberta Employment & Immigration on opportunities and issues surrounding foreign worker recruitment</p> <p>Design a web based portal on the BRAED website to support marketing and information sharing</p>
EXPECTED RESULT (S)	<p>Create an RFP to hire a marketing consultant, web-content and web-design consultant.</p> <p>Creation of a formal marketing plan and implementation of its elements.</p> <p>Regional presentation on foreign workers completed on foreign worker recruitment by provincial staff</p> <p>Additional activity on the website by foreign workers, employers and site selectors.</p> <p>Immigrants to the region to feel welcome when they move to the region.</p>
PERSONNEL INVOLVED	<p>Executive Committee</p> <p>Administration</p> <p>Provincial GOA staff</p>
SCHEDULE	March 2010
BUDGET PROGRESS TO DATE	<p>\$3,000.00 (AFE - \$2,000) (BRAED - \$1,000)</p> <p style="text-align: center;">➤</p>

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Service Delivery
INITIATIVE	<i>Defence Industry Development</i>
ACTION REQUIRED	<p>Hold Defence Industry DVD premiere at eh BRAED AGM in June</p> <p>Develop an action plan with BRAED Defence Industry Task Team to identify goals and objectives</p> <p>Implementation of the 2009 – 2014 Defence Industry Development Investment Attraction Strategy</p> <p>Develop a communication plan that provides ways to strengthen awareness of the military opportunities with small business and industry.</p> <p>Build new network between Base Wainwright Command and BRAED</p> <p>Continue to encourage awareness of the opportunities available at Base Wainwright and MERX by hosting procurement workshops.</p> <p>Promotion and utilization of the DVD “Thinking Outside the Tank” across the region with other Alliances and the DID initiative.</p>
EXPECTED RESULT (S)	<p>Greater knowledge of Best Practices in economic development</p> <p>More opportunities for revenue generation by businesses</p> <p>Increase awareness of BRAED within the region</p>
PERSONNEL INVOLVED	<p>BRAED Defence Industry Task Team</p> <p>Administration</p> <p>Defence Industry Development Initiative</p> <p>Community Future’s</p> <p>Board of Directors</p>
SCHEDULE	March 2010
BUDGET PROGRESS TO DATE	<p>\$ 10,000 (AFE – \$10,000)</p> <p style="text-align: center;">➤</p>

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Service Delivery
INITIATIVE	<i>Agri Food Industry Productivity</i>
ACTION REQUIRED	<p>Develop a Terms of Reference and RFP to contract the development of an industry sector opportunity identification project focusing on the agri-food industry.</p> <p>Investigate new productivity improvement strategies in the agri-food Industry.</p> <p>Encourage the implementation of productivity improvements in businesses by promoting specific productivity strategies.</p> <p>Work with Alberta Agriculture on developing a terms of reference for the project to identify opportunities in Value Added Agriculture</p> <p>Contract consultant to undertake the work</p> <p>Develop a communication plan to promote the opportunities within and outside the BRAED region.</p>
EXPECTED RESULT (S)	<p>A report will be produced that identifies value added opportunities within the BRAED region</p> <p>Generate leads for BRAED region</p> <p>Increased awareness about opportunities within the region</p> <p>Increased investment within the region</p> <p>Create a presence outside the region</p> <p>Stronger working relationships with communities and other agencies</p>
PERSONNEL INVOLVED	<p>BRAED Executive Committee</p> <p>BRAED Agriculture Task Team</p> <p>Administration</p>
SCHEDULE	March 31, 2010
BUDGET	\$45,000.00 (CDT - \$45,000.00)
PROGRESS TO DATE	

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Service Delivery
INITIATIVE	<i>Trade Corridor Development</i>
ACTION REQUIRED	<p>Collaborate with the REDAs across Eastern Alberta in support of an economic development corridor stretching from the American border to Fort McMurray in Eastern Alberta.</p> <p>BRAED currently has two corridors in the region that have potential to become trade routes in the province, both are important to the development of this initiative; industry will determine their usage of their needed transportation route. Develop Stakeholder/Community Action Plan based on the findings of the Trade Corridors of the BRAED Region position paper, March 19, 2009</p> <p>Create Investment Attraction/Opportunity Analysis for priority sectors identified in the position paper.</p> <p>Complete promotion material that describes the flow of goods in the region and related key sectors and describe the trade corridors throughout the BRAED region.</p> <p>Create an awareness of the potential impacts trade corridor development may have</p> <p>Provide position paper to stakeholders within the region for feedback and comment.</p> <p>Support initiative with motion from the BRAED Board of Directors.</p>
EXPECTED RESULT (S)	<p>The paper will provide guidance to the Board of Directors and its Executive Committee</p> <p>It will assist in setting priorities for BRAED</p> <p>It will aid in addressing the change facing the region</p> <p>The paper will help BRAED to understand the flow of goods and services north and south within the region</p>
PERSONNEL INVOLVED	<p>Executive Committee</p> <p>Board of Directors</p> <p>Marketing & Communications Task Team</p> <p>Administration</p>
SCHEDULE	March 31, 2010
BUDGET	\$10,000.00 (AFE - \$10,000.00)
PROGRESS TO DATE	➤

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Advocacy
INITIATIVE	<i>MLA Roundtable Consultations</i>
ACTION REQUIRED	Organize an MLA Roundtable/Consultation in the BRAED region.
EXPECTED RESULT (S)	At least one consultation with MLAs. Create more awareness and develop a network.
PERSONNEL INVOLVED	Executive Committee Administration
SCHEDULE	February 28, 2010
BUDGET	\$1,000 (BRAED - \$1,000)
PROGRESS TO DATE	➤

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Advocacy
INITIATIVE	<i>Land Use Framework Advisory Committee</i>
ACTION REQUIRED	Appoint BRAED representative to sit on the Land-use Framework Advisory Committee.
EXPECTED RESULT (S)	Input into regional plan.
PERSONNEL INVOLVED	Executive Committee Board of Directors Administration
SCHEDULE	February 28, 2010
BUDGET	\$1,500 (BRAED - \$1,500)
PROGRESS TO DATE	➤

2009 - 2010 – BRAED OPERATIONS PLAN

CORE ACTIVITY	Excellence in Governance and Operations
INITIATIVE	<i>Maintain effective operations for BRAED</i>
ACTION REQUIRED	<p>Ensure all operational reports and corporate filings are completed on time and accurately</p> <p>Ensure that the information is communicated to the proper parties</p> <p>Ensure all policy, procedure, bylaws and articles of association are current and accurate</p> <p>Continue to strive for excellence in the administration of the organization</p> <p>Maintain BRAED office</p>
EXPECTED RESULT (S)	<p>Confidence in the Executive Committee and Administration</p> <p>Currency the fundamental components of operating a Board</p>
PERSONNEL INVOLVED	Executive Committee, Administration, Executive Committee Assistant
SCHEDULE	ongoing
BUDGET	\$ 42,000 (AFE - \$40,000) (BRAED - \$2,000)
PROGRESS TO DATE	➤