

The local section known as the Regina Geotechnical Group (RGG) supports the Canadian Geotechnical Society's (CGS) goal of advancement of knowledge and the creation of opportunities for the exchange of information between practitioners in a wide range of geotechnical disciplines.

RGG Executive Committee shall comprise of the following:

1. Chair
2. Section Director
3. Program Director
4. University Representative
5. Secretary Treasurer
6. Past Chair
7. Communications Director
8. Geoenvironmental Chair
9. Geohazards Chair
10. Linear Infrastructure Chair

Each of the Executive members referred above shall be elected for and serve a term of three years. Roles and responsibilities of the various executive members shall be as outlined below:

CHAIR

1. The Chair shall provide leadership to the Regina Geotechnical Group (RGG) and assist with the overall management of the business of the group.
2. The Chair shall be ex-officio a member of all Committees. He/She shall, when present, preside at all meetings of the group and of the board. In his/her absence any member of the board may preside at any such meeting.
3. He/she shall have financial signing authority along with the Secretary Treasurer and Section Director.
4. Represent RGG at technical meetings of other societies and professional bodies such as Regina Engineering Society, Canadian Society of Civil Engineers and Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS).
5. He/she shall be a part of the committee to select the presenter of R.M. Hardy Keynote Address, whenever the CGS conference is held in Regina.

SECTION DIRECTOR

1. The Section Director shall act as a liaison between CGS headquarters and the local chapter and communicate the issues and interests collaterally.

2. He/she shall attend CGS Annual Board Meeting to represent the Regina Geotechnical Group, which is typically held a day before the start of annual conference.
3. He/she shall submit bi-annual section reports to the CGS headquarters, providing details such as the current Executive member team, member attendance and catchment, update on finances (with input from RGG Secretary Treasurer) and other activities undertaken in the fiscal year. Reporting template comes from Lisa McJunkin (Director, Communication and Member Services CGS). These reports are included in Section Representative (CGS) report for inclusion in documents prepared for the annual general meeting of the Board of Directors of the Society.
4. He/she shall have financial signing authority along with the Secretary Treasurer and Chair.
5. He/she shall be a part of the committee to select the presenter of R.M. Hardy Keynote Address, whenever the CGS conference is held in Regina.
6. He/she shall present the certificate to the presenter of the R.M.Hardy Keynote Address when the Canadian Geotechnical Conference is in Regina, SK.
7. He/she has the provision to provide input to the Vice-President Technical (CGS) regarding the selection of lecturer for Cross Canada Lecture Tour.
8. He/she shall be responsible for coordinating and guiding selection of a student or Member in Training for financial support for attendance at the annual CGS conference.
9. He/she should promote the Society, encouraging former members to rejoin the Society and recruiting new members.

PROGRAM DIRECTOR

1. The Program Director oversees the coordination and administration of all aspects of an ongoing technical program including planning, organizing, leading, delegating, and overseeing program activities.
2. He/she shall organize luncheon sessions which will be of interest to local professionals during fall and winter each year, in consultation with CHAIR'S (GEOHAZARDS, LINEAR INFRASTRUCTURE, GEOENVIRONMENTAL) and other Executive Members of RGG. A typical program that provides good services to the local members consists of 6 – 8 events each year.
3. He/she should seek opportunities to host one or two day technical workshops in collaboration with industry partners.
4. He/she shall ensure that all the pre-event tasks are handled, such as venue selection, meal, sales website setup, speaker bio and other pertinent details and presentation hardware/logistics.

5. He\she shall ensure that during the event, all presentation and venue logistics are handled, welcome the attendees, introduce the speaker and thank the speaker on behalf of RGG and attendees.

CHAIR'S (GEOHAZARDS, LINEAR INFRASTRUCTURE, GEOENVIRONMENTAL)

1. Chairs shall promote talks and speakers from their respective interest area.
2. He\she shall liaison with Program Director to line up speakers and talks during fall and winter each year.
3. He\she shall assist and work the Program Director, on as required basis.
4. He\she shall take on the role of Acting Program Director in the absence of Program Director.

SECRETARY TREASURER

1. The Secretary Treasurer shall receive all monies paid to the RGG and shall be responsible for the deposit of the same at the current bank account. At the time of this compilation, RGG's bank account was with CIBC bank, 1800 Hamilton Street, Regina, SK.
2. He/she shall properly account for the funds of the RGG and keep such books for accountability and transparency.
3. He/she shall present a full detailed account of receipts and disbursements to the Executive whenever requested.
4. He/she shall prepare a statement of the financial position of the RGG for inclusion in Section Director's bi-annual report to the CGS Headquarters.
5. He/she shall have financial signing authority along with the Section Director and Chair.
6. He/she should assist the Program Director with checking-in of the attendees during any paid event such as lunch and learn or workshop. In case, Secretary Treasurer is not available during the event they should notify the Program Director.

COMMUNICATION DIRECTOR

1. The Communication Director shall be responsible for managing and directing an organization's internal and external communications.

2. He/she shall be responsible for ensuring to maintain the local webpage under CGS website.
3. He/she shall handle Executive meetings logistics, agenda and meeting minutes.
4. He/she shall ensure that all promotional avenues are accessed for all events. For example, ensuring the event has been posted on CGS website, Regina Engineering Society's Website, Canadian Society of Civil Engineers members, email blasts through Eventbrite and other mediums.

UNIVERSITY REPRESENTATIVE

1. The University representative is the key liaison between RGG and the local university.
2. He/she shall promote the activities of RGG and encourage peers to attend RGG events and active participation.