



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION OPERATIONS MANUAL

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Table of Contents

- OVERVIEW OF THIS MANUAL2**
- 1. OVERVIEW OF IPEIA2**
 - 1.1 STRATEGIC PLAN2
 - 1.2 VISION, MISSION AND CORE VALUES.....2
 - 1.3 THE IMPORTANCE OF OUR CORE VALUES3
- 2. MEMBERSHIP4**
 - 2.1 ANNUAL MEMBERSHIP FEES4
 - 2.2 OTHER FEES4
 - 2.3 MEMBERSHIP OFFERINGS4
- 3. GOVERNANCE5**
- 4. OPERATIONS7**
 - 4.1 EXECUTIVE DIRECTOR7
 - 4.2 WORKING COMMITTEES7
 - 4.3 AD HOC WORKING COMMITTEES9
 - 4.4 CONSULTANTS/CONTRACTORS.....9
 - 4.5 PROFESSIONAL CONSULTING SERVICES.....9
- 5. ROLE DESCRIPTIONS.....10**
- 6. PROCEDURES25**
- 7. MANUAL REVISION CONTROL26**
- 8. APPENDICES.....26**

OVERVIEW OF THIS MANUAL

The IPEIA Operations Manual’s purpose is to provide key information on The International Pressure Equipment Integrity Association (IPEIA). It includes an overview of the Association, communicates our vision, mission and values, outlines our governance structure, and provides detail on roles and responsibilities.

This manual is not intended to replace or supersede in any way the official bylaws of IPEIA. If any member of IPEIA would like to review the bylaws of the Association, they can be found on the IPEIA website.

This manual is a living document and must be kept up to date to act as a key resource to IPEIA stakeholders. Changes to any other sections of this manual are to be approved by the Executive Director, with drafts provided to the Operations Committee Chairs for comment as and when appropriate. Final updates to Director Level role descriptions must be communicated to the Board of Directors and be added to this manual. Any changes or updates to this manual that impact documents currently on the IPEIA website should also be updated on the website.

1. OVERVIEW OF IPEIA

The International Pressure Equipment Integrity Association is a not-for-profit association governed under the Alberta Societies Act. It is generally comprised of individuals active in the pressure equipment industry and related educational groups. The stakeholders in the Association include industry group members as well as individuals employed or engaged in the Pressure Equipment Industry.

IPEIA’s focus is on the following:

- Increasing awareness of pressure equipment safety, reliability, integrity, and technological improvements associated with design, fabrication, maintenance, operation, and inspection throughout industry
- Providing knowledge and education for the continuous improvement of the pressure equipment industry (pressure equipment includes boilers, pressure vessels, and piping)
- Providing a forum for the interaction between industry, regulators, and educators
- Providing a platform through which pressure equipment industry concerns and initiatives can be promoted

1.1 Strategic Plan

IPEIA’s 3-year Strategic Plan was finalized in May 2024 and rolled out in late 2024. It outlines IPEIA’s Vision, Mission and Core Values, and sets the course for the association through the end of 2027. The plan can be found on the website www.ipeia.com.

1.2 Vision, Mission and Core Values



1.3 The Importance of Our Core Values

IPEIA's Core Values explicitly state what we believe in. Such statements identify the core of our principles and are memorable, actionable, and timeless. They are an agreed-upon standard for evaluating our actions and behaviours with each other, industry, government, educators, and other stakeholders. These values help foster an open and positive work and collaboration environment and an ethical approach to decision-making and governance to strengthen the integrity of the pressure equipment industry. They form the bedrock for our association's behaviours, culture and expectations when participating in and supporting our events.



- **INTEGRITY** stands as the cornerstone of our values. IPEIA believes in treating every stakeholder with respect, fostering an environment where every individual is valued and heard. Our commitment to accountability ensures that we take full responsibility for our actions, delivering on our promises and maintaining the trust of our stakeholders. We uphold the highest standards of professionalism, consistently demonstrating competence and ethical behaviour in all our endeavors. Through transparency, we guarantee openness and honesty in our communication, building a culture of trust and integrity.
- The **IPEIA COMMUNITY** thrives on the spirit of volunteerism, where members and industry actively participate in giving back and making a positive impact. We emphasize the importance of collaboration, working together seamlessly to achieve common goals and drive the collective success of the association and industry. Through teamwork, we harness the strength of diverse talents, ensuring that every voice is heard, and every contribution valued. We believe in the power of networking, building strong, supportive relationships that foster growth and mutual benefit within our community.
- **RELEVANCE** is the core of our mission. IPEIA is dedicated to being industry-led, ensuring that our initiatives and strategies align with the latest trends and demands within our sector. We prioritize knowledge sharing, fostering an environment where insights and expertise are freely exchanged to drive innovation and growth. By leveraging diverse platforms, we enhance our reach and impact, facilitating continuous learning and collaboration. Our commitment to staying on top of what is going on in the industry ensures that we remain agile and responsive, always at the forefront of developments and societal shifts.
- **SUSTAINABLE** is integral to our vision. Our association is dedicated to ensuring long-term success and growth through an effective governance structure and by fostering strong relationships, maintaining financial stability, and continuously adapting to the evolving needs of our members. We strive for operational efficiency, optimizing our processes to enhance productivity. We prioritize transparent governance, to create a resilient and thriving association. We are committed to succession planning, ensuring that our association and industry have a pipeline of capable leaders for the future. By supporting technology, we drive innovation that promotes sustainable practices. Upholding the reputation of IPEIA is paramount, as we maintain the highest standards of ethical conduct and environmental stewardship.

2. MEMBERSHIP

IPEIA offers a single class of membership, open to individuals over the age of 18 who agree to the Society's Code of Conduct and pay the annual membership fee. Membership is annual, following a calendar year from January 1 to December 31.

2.1 Annual Membership Fees

IPEIA's Membership fees are determined annually by the Board of Directors, with guidance from the Executive Director. They can be found on the IPEIA website here: <https://www.ipeia.com/registration>.

Membership benefits are found on the website www.ipeia.com

IPEIA offers special fee levels for Members Emeritus and Students. All IPEIA members have the same rights and access to services.

Member Emeritus

A Member Emeritus is a member of the community, typically a past IPEIA member whose long or exemplary service is publicly recognized and receives a complimentary membership. Nominated by an IPEIA Member in good standing, reviewed by Board of Directors, Executive Director and Advisory Council.

Students

An individual is eligible for a student discount if they meet one of the following criteria:

- a. Currently a full-time student at a post-secondary institution, or
- b. Graduated from a full-time post-secondary institution within one calendar year

Membership fees are due within 30 days upon joining or upon having been notified that payment is due.

2.2 Other Fees

There are certain membership offerings that may also have an associated fee such as the annual conference, training courses and exhibitions. These offerings and associated fees will be posted on the IPEIA Website.

Annual Conference Delegate fee exemptions may be offered with certain restrictions. Examples of generally accepted exemptions include the following:

- Delegate fees waived for keynote speakers
- Delegate fees waived for members who paid Emeritus membership fees
- Delegate fees are waived for Board members, Working Committee Chairs, Working Committee Leads and Advisory Council members

Please note that the other fees mentioned above and the Annual conference fee exemptions are determined annually by the Board of Directors, with guidance from the Executive Director.

2.3 Membership offerings

IPEIA hosts multiple offerings to the IPEIA Membership on an annual basis, including but not limited to:

- Webinars, which include technical presentations, panels discussions, and keynote speakers
- Training and education sessions
- Annual conference and exhibition

The purpose of the Membership Offerings is to expand IPEIA's reach beyond an annual physical conference and exhibition. This expansion occurs by increasing the frequency and accessibility of Membership Offerings throughout a calendar year. The membership offerings are intended to limit the financial risk of a single source of income to the Association (i.e. Conference and Exhibition).

Annual Conference and Exhibition

The association has hosted an internationally attended conference and exhibition since 1997 which has united students, educators, vendors, equipment owner-users, regulatory bodies, and more, to ensure the continual growth and safety of the pressure equipment industry. The conference and exhibition allow for new technologies to be showcased, networks to be created for the betterment of the industry, students to access future employers and mentors, important knowledge to be shared, and much more.

The Annual Conference takes place over a week in late February/ early March timeframe. It may include additional activities that occupy the days leading up to the start of the Annual Conference. Additional IPEIA-sanctioned events may be scheduled during the conference. The Annual Conference days may include keynote speakers, presenters of technical papers, workshops, panel discussions, debates, and networking opportunities. Social activities associated with the Annual Conference provide an important avenue for interaction and networking for both delegates and their guests.

The Exhibition is held in conjunction with the Annual IPEIA Conference as an offering for stakeholders in related industries to provide delegates with information on the pressure equipment industry and related fields, including products, technologies, and services. The Exhibition provides an avenue for interaction and networking for both delegates and companies. The exhibition concludes no later than the end of the Annual Conference. IPEIA strives to be fair and reasonable when organizing the Exhibition, holding paramount that it is for the overall delegate experience. More information on the Exhibition can be found in the Exhibition Procedure later in this document.

3. GOVERNANCE

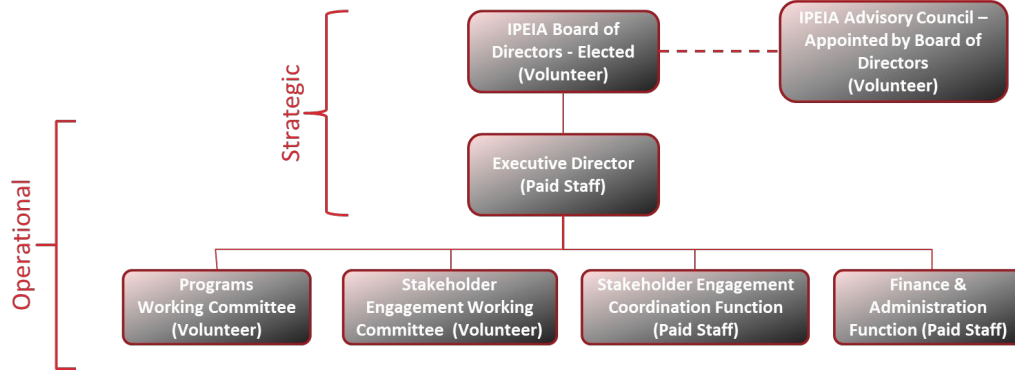
The governance of the International Pressure Equipment Integrity Association ensures effective management and alignment with the Society's mission. Clear roles and responsibilities are defined for the Board of Directors, Officers, and the Executive Director to maintain operational efficiency, uphold ethical standards, and serve the interests of members and the broader pressure equipment industry.

Detailed governance guidelines are outlined in the Association's Bylaws. The Board provides strategic oversight and policy direction, while volunteers and contractors collaborate to implement programs, initiatives, and daily operations. This structure establishes clear authority, communication, and accountability, enabling the Board to focus on strategic priorities while ensuring mission-driven engagement across all levels of the organization.

IPEIA's organizational structure is shown below.



OPERATING MODEL ORGANIZATION STRUCTURE



IPEIA OPERATIONS

Executive Director

WORKING COMMITTEES

Stakeholder Engagement Chair	
Sponsorship & Exhibition Lead	General Membership Lead
Sales/Support <i>Vacant</i> <i>Vacant</i>	Support <i>Vacant</i> <i>Vacant</i>
Regulators & Industry Groups Lead	Student Membership Lead
Regulators	Support
ICF	
Support	

Program Chair
Program Lead
Streams
Asset Integrity Management
NDE/ Repairs / Inspection Technologies
Failure Case Studies
Material Selection
Regulatory/ Codes / ICF
Webinar Series Lead

ADMINISTRATION

Operations Manager
Operations Coordinator
Operations Administrator
Third Party Providers
Creative House / Registration
Financial Services
IT & Tech Services
Conference Venues & Vendors
Additional Support All other IPEIA 3rd Party Providers as required

4. OPERATIONS

The Operations section defines the structure, responsibilities, and relationships within IPEIA's organizational framework. It highlights the contributions of committees, consultants/contractors, and volunteers in delivering programs and engaging stakeholders, ensuring alignment with the association's strategic objectives and mission. This section serves as a guide to understanding how IPEIA's operational structure supports its ongoing success.

4.1 Executive Director

The IPEIA Executive Director has a dual governance and operations role. This role reports to and is accountable to the Board of Directors. The role's operational mandate encompasses overall responsibility for the planning, marketing, and execution of the IPEIA Membership offerings. Although many tasks/duties are delegated by the Executive Director to IPEIA Working Committees, paid consultants/contractors or Ad-Hoc Committee, the ultimate success of any IPEIA Membership offerings is the responsibility of the Executive Director. The Executive Director has the right and the responsibility to take control of a Working Committee or Ad-Hoc Committee not in compliance with its mandate and putting the success of the IPEIA Membership offerings at risk. The Executive Director is a de facto member of the Working Committees.

4.2 Working Committees

The strategic direction of the Working Committees is set by the Board of Directors. The Working Committees support IPEIA's mission by implementing key initiatives and fostering collaboration. They focus on delivering value to members, engaging stakeholders, and ensuring alignment with the association's strategic goals and industry needs.

Working Committees are led by a Chair, who is a volunteer. Leads with specific areas of expertise report up through to the Chair and are responsible for the execution of the work for their focus area in conjunction with their sub-group volunteers.

IPEIA Working Committees are established to assume the responsibility for a specific portion of the IPEIA Membership offerings by planning, marketing, and executing (e.g. technical program development). These Working Committees will have their Committee Chairs appointed by the Board of Directors with input from the Executive Director. To facilitate the execution of the IPEIA Membership offerings, appropriate sub-groups need to be put in place. These Working Committees will report directly to the Executive Director. Should any sub-group or its Lead fail to execute its mandate, as determined by the Executive Director, then the Executive Director with approval from the Board of Directors has the responsibility to take whatever action is necessary, including dismissal of the Working Committee Chair and any or all Sub-Group members to ensure the mandate is completed. Role descriptions can be found in the next section.

Working Committee volunteers play a vital role in advancing IPEIA's mission by contributing their time, expertise, and industry knowledge. They collaborate to develop and implement key initiatives, ensuring the delivery of valuable programs and effective stakeholder engagement. The rights of Working Committee Members are:

- Receive adequate notice of meetings, newsletters, and regular mailings
- Participate in debates and have their opinions treated with respect
- Call a special meeting with cause

There are currently two IPEIA Working Committees – Programs and Stakeholder Engagement.

Programs Working Committee

The Programs Working Committee is responsible for developing and delivering IPEIA's membership offerings under the strategic direction set by the Board. These offerings include Technical Sessions, Special Sessions (such as keynote presentations, panels, and workshops), educational programs, webinars, and other tools that enhance member value.

Structure and Relationships:

- Reports to the Executive Director.
- Collaborates with Advisory Council members and paid consultants/contractors as needed.

Chaired by a designated leader with a minimum two-year term, supported by leads for Technical Sessions, Special Sessions, and Education programs.

Stakeholder Engagement Working Committee

The Stakeholder Engagement Working Committee drives IPEIA’s industry connections and partnerships, guided by the Board's strategic direction. It leads sponsorship and exhibition activities while engaging industry groups and regulators to provide expertise, insights, and recommendations. The committee facilitates communication between IPEIA and these stakeholders to ensure alignment with industry needs.

Industry Group Involvement:


IPEIA strives for a balance of supporting Industry Groups. Industry Groups represent specialized areas of expertise in the pressure equipment industry. IPEIA was formed with representatives from the Industry Groups. It is a key ongoing objective of IPEIA to facilitate the support and involvement of similar groups, institutions, and pressure equipment jurisdictions from across Canada and internationally. When adding new members, the Board of Directors must make all reasonable efforts to maintain representation from recognized Industry Groups. IPEIA provides management and administrative consulting support to the Industry Groups to maintain this relationship and the Industry Groups are mandated to support IPEIA through their Membership on the Stakeholder Engagement Working Committee. More information on Industry Groups can be found in the Procedures section of this manual.

Structure and Relationships:

- Reports to the Executive Director.
- Liaises with Advisory Council members and collaborates with paid consultants/contractors as required.

Chaired by a designated leader with a minimum two-year term, supported by leads for each of the stakeholder engagement areas: Sponsorship & Exhibition, Industry Groups, and Regulators

2025/2026



PROGRAMMING – VISIONING RESULTS

<p>PROGRAMS</p> <ul style="list-style-type: none"> Ensure relevance and adding new hot topics Review lengths of presentations (less than 42 30-min. presentations, to open up for other engagement opportunities) Pre-recorded presentations Get certificates of attendance Live chats during presentations Target demographics at conference Obtain industry lessons learned in different ways (e.g. Fireside chats, through regulators...) Mental health awareness & support Post-secondary training Student webinars / Best webinar award CEO Leadership panels Hot topic forum Need to show value of presentations to businesses and industry YouTube/TikTok reels/podcast 	<p>STAKEHOLDER ENGAGEMENT</p> <ul style="list-style-type: none"> Young professional division Golf tournament Mentorship Tapping into new contacts and other associations More focus outside of Alberta Community involvement / social programs Indigenous Student engagement / access / high school awareness Job fair IPEIA merchandise Award key contributors / recognition / Member focus Expand exhibitors / allow for exhibition -only passes Sponsor/leader spotlights <p>SYSTEMS</p> <ul style="list-style-type: none"> Organize presentations by topic, not date
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PROGRAMMING INPUTS DISCUSSION

<ul style="list-style-type: none"> Hot topics for industry Creating communities – new generation of members who have different values Create different experience Get other industries involved / to join (e.g. ABSA certified list) Bring in other provinces and associations More / different voices Tapping new contacts 	<ul style="list-style-type: none"> New technological focus / AI <ul style="list-style-type: none"> For member offerings For how IPEIA does things Focus on Students / younger generation <ul style="list-style-type: none"> Topics throughout the year How to attract them – networking & contacts Webinars & free offerings Mentorship YouTube?
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Working Committee Programming Inputs

4.3 Ad Hoc Working Committees

At the sole discretion of the Board of Directors, Ad-hoc Working Committees may be formed from time to time. All Ad-hoc Working Committees will have a Chair and at least two other committee members/volunteers. The Ad Hoc Working Committee Chair will be appointed by the Board of Directors and will be selected from the Advisory Council, existing IPEIA volunteers or from the Membership. The Ad Hoc Working Committees, unless otherwise determined when created, will report up through the Executive Director, who will be invited to attend Ad-hoc Working Committee meetings. At the end of its mandate, all Ad-Hoc Working Committees terminate, as do the roles of its Chair and committee members.

4.4 Consultants/contractors

IPEIA's Board of Directors is a strategic board, not a working Board. IPEIA's paid consultants/contractors, who report to the Executive Director, are critical to the functioning of the association. They execute the day-to-day running of the association and work directly with and support the Working Committees to enable them to focus on their areas of expertise.

Stakeholder Coordination Function

Stakeholder Coordination consultants/contractors have three key areas of responsibility:

1. They are responsible for supporting the Working Committees as they engage with all IPEIA stakeholders, including Membership, Industry Groups, Regulators, Sponsors and Exhibitors.
2. They assist with all critical internal and external communications and marketing for IPEIA, including the creation and dissemination in the various mediums used by the association, including the website, social media and email blasts.
3. They assist the Executive Director on day-to-day requirements and support of the Board.

Finance and Administration Function

Finance & Administration consultants/contractors' responsibilities cover a variety of areas:

1. They are responsible for supporting the Membership offerings, systems support, and administration.
2. They provide bookkeeping and accounting services leveraging recommended industry best practices & tools.
3. They assist the Executive Director on day-to-day requirements and support of the Board of Directors.

4.5 Professional Consulting Services

To supplement and provide key roles/skills otherwise unavailable to the Association, IPEIA may secure professional consultants, as required. Permission to do so and any contracts to be signed must be obtained per the Financial Delegation of Authority.



GUIDING BEHAVIOURS & TEAM CULTURE

Guiding Behaviours from Code of Conduct

- Be clear on expectations & time
- Be accountable & realistic
- Act in IPEIA's best interest
- Collaborate as one team
- Acknowledge contributions
- **NEW: Face challenges with a solution mindset**

Session Discussion

- Guiding Behaviours are still applicable; added one
- Be aware of of personal areas of strength and challenge, and support one another
- Need to hold everyone to these behaviours – build into onboarding, continuous reinforcement and consequences



OPERATIONS TEAM SUCCESS

- | | |
|--|--|
| <ul style="list-style-type: none"> • Communication • Accountability – take it and hold people to it • Ask for support when needed • New ideas and new ways to do things / efficiencies • Collaboration • Share our unique strengths • Sustainable – what is realistic • Retention of resources | <ul style="list-style-type: none"> • Transparency – external and internal • Quality of programs & presentations • Attracting new volunteers • Clear goals and expectations • Growth with lessons learned • Strategic view / looking forward • Open to all viewpoints • Hit the budget • Have fun! |
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5. ROLE DESCRIPTIONS

The Role Descriptions section is designed to clearly define the roles and responsibilities of all individuals involved in IPEIA, including board members, committee members, consultants/contractors, and volunteers. By establishing clear expectations, this section ensures that everyone understands their specific duties, which is essential for maintaining efficient operations, accountability, and strong governance.

This section also serves as a guide for new members or consultants/contractors joining the association, providing them with a clear understanding of their roles and the contributions expected of them. Clear role descriptions support effective collaboration by minimizing misunderstandings and ensuring that all tasks and initiatives are adequately covered by individuals with appropriate skills and authority. Ultimately, this contributes to the overall success and sustainability of the association by promoting a well-organized, goal-oriented structure where each role aligns with the organization's mission and strategic objectives.

The table on the following pages will outline the role descriptions for IPEIA.

Board of Directors

Role	Overview	Criteria/Term	Responsibilities / Expectations
Board Members (approx. 5–8hrs month)	As a member of the Board of Directors, each individual contributes to the strategic direction, governance, and oversight of IPEIA, a non-profit organization dedicated to enhancing the safety, reliability, and innovation of pressure equipment across Alberta industries. Board members work collectively to fulfill IPEIA’s mission by fostering awareness, collaboration, and knowledge-sharing among all stakeholders in the pressure equipment sector. This role is essential in guiding IPEIA’s organizational success, ensuring compliance with nonprofit standards, and upholding its commitment to industry advancement.	Criteria: <ul style="list-style-type: none"> • Demonstrated leadership experience in a professional or volunteer capacity. • Strong listening and interpersonal skills, with the ability to ask insightful questions, offer constructive feedback, and diplomatically address diverse opinions. Commitment: <ul style="list-style-type: none"> • 3-year term/6 years max. • Attend at least 4 Board meetings per year and the Annual General Meeting 	<ul style="list-style-type: none"> • Promote and Advocate for IPEIA’s Mission: Actively represent and advocate for IPEIA within the industry and among peers, promoting the organization’s initiatives and achievements at relevant events, with stakeholders, and through professional networks. Support the mission by bringing industry awareness and credibility to IPEIA’s goals. • Prepare and Engage for Meetings: Diligently review agendas, board materials, and financial statements in advance of meetings, ensuring active and informed participation. Contribute constructively to discussions and provide thoughtful input to aid in decision-making and strategic planning. • Participate in Governance and Decision-Making: <ul style="list-style-type: none"> ▪ Review and approve major policies, strategic initiatives, and recommendations from the Executive Director and committees. ▪ Approve IPEIA’s annual budget and other key financial decisions, maintaining a fiduciary responsibility to ensure financial health and sustainability. ▪ Oversee the recruitment, support, and performance evaluation of the Executive Director, providing feedback and guidance to maintain strong leadership. • Maintain Confidentiality and Adhere to Policies: Uphold IPEIA’s bylaws, policies, and board resolutions, respecting confidentiality and integrity in all board activities. Ensure decisions and communications are conducted professionally and in the best interest of the organization. • Foster Collaboration and Inclusive Leadership: Promote a culture of respect and inclusivity by valuing the diverse experiences and perspectives of fellow board members, stakeholders, and industry representatives. Actively listen, engage in constructive dialogue, and uphold IPEIA’s commitment to diversity and equity in decision-making. • Ensure Compliance and Risk Management: Understand and comply with nonprofit governance laws and best practices, as well as risk management practices relevant to IPEIA’s safety-focused mission. Board members are expected to proactively address potential risks to the organization’s integrity, reputation, and mission. • Leverage Networks and Resources for Collective Action: Utilize connections, professional expertise, and networks to expand IPEIA’s reach, facilitate partnerships, and contribute to initiatives that further the organization’s mission. • Attend and Contribute to Meetings and Events: Prepare for, attend, and actively engage in quarterly board meetings, the Annual General Meeting (AGM), and other essential events. Board members are expected to dedicate time and attention to IPEIA’s goals through consistent attendance and participation in discussions. • Oversight of Strategic Plan and Organizational Objectives: Monitor the progress of IPEIA’s strategic plan, providing guidance to ensure the organization’s objectives are achieved and aligned with its mission. Offer insight into industry trends and challenges to

Board Chair (approx. 8 – 15hrs month)	<p>The Board Chair is responsible for providing visionary leadership and strategic direction to the Board of Directors in alignment with IPEIA’s mission to advance pressure equipment safety, reliability, and innovation across Alberta. As the Board’s leader, the Chair ensures effective governance of IPEIA, fostering collaboration among Board members and promoting awareness, learning, and teamwork with all stakeholders. The Chair also serves as the organization’s representative in the community, advocating for IPEIA’s mission and enhancing its impact within the industry.</p>	<p>Criteria:</p> <ul style="list-style-type: none"> • Demonstrated leadership experience in a professional or volunteer capacity. • Strong listening and interpersonal skills, with the ability to ask insightful questions, offer constructive feedback, and diplomatically address diverse opinions. <p>Commitment:</p> <ul style="list-style-type: none"> • 3-year term/6 years max • Attend at least 4 Board meetings per year and the Annual General Meeting 	<p>In addition to the duties outlined for a general board member, the Chair provides leadership specific to the governance and operation of the Board:</p> <ul style="list-style-type: none"> • Lead and Guide the Board of Directors: Inspire collaboration, guide the board’s strategic vision, and ensure cohesive governance to support IPEIA’s mission. • Oversee Adherence to Bylaws: Monitor and ensure board activities adhere to IPEIA’s bylaws, maintaining the board’s integrity and alignment with governance policies. • Prepare Meeting Agendas: Coordinate with the Executive Director and board members to develop meeting agendas that support strategic discussion and decision-making. • Chair Board Meetings: Lead board meetings, facilitating productive discussions and ensuring balanced participation among board members. • Represent IPEIA in the Community: Act as a spokesperson for IPEIA within the industry and community, including media engagements where appropriate, to further enhance IPEIA’s visibility and credibility. • Prepare the Annual Report for the AGM: Summarize board activities, achievements, and strategic direction in an annual report to present at the Annual General Meeting. • Orient the Incoming Chair: Ensure a smooth transition of leadership by guiding and orienting the new Chair, offering insights on role responsibilities and current board priorities.
Treasurer (approx. 5-8hrs month)	<p>The Treasurer is appointed by the Board and is responsible for ensuring the accounting and finances of IPEIA are management effectively.</p>	<p>Criteria: Financial management background</p>	<ul style="list-style-type: none"> • Ensures all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board • Facilitates a detailed account of revenues and expenditures being presented to the Board as requested; and • Ensures an audited statement of the financial position of the Society is prepared and presented at the Annual General Meeting. • Review and recommend delegation of authority and update Financial Policy as needed • Review all banking/accounts requirements annually: <ul style="list-style-type: none"> ▪ Signing authorizations updated with Bank ▪ Manage GICs and Savings accounts to align with not-for-profit requirements and provide recommendations • Prepare annual financial year ends and manage with the accountant • Ensure IPEIA insurance policies are in place which includes directors & officers and liability insurance for the conference. • Review and approve contracts greater than \$100K to ensure IPEIA is safeguarded • Approve EFTs over \$100K financial system as required • Review IPEIA Reserve fund on annual basis and make recommendations on what to do with excess funds
Secretary (approx. 5-8hrs month)	<p>The secretary is appointed by the Board and is responsible to ensure the records, and the society are kept in good order.</p>	<p>Criteria: Preferably is a Board member with board experience</p>	<ul style="list-style-type: none"> • Attends all meetings of the Society and the Board • Keeps accurate minutes of Society and Board meetings • Ensures a record of names and addresses of Members of the Society is kept • Ensures all notices of various Society and Board meetings are sent • Carries out other duties assigned by the Board.

<p>Executive Director (approx. 100hrs month)</p>	<p>Provides senior advisory and program management to guide the membership offerings for the association. They will provide management coaching for Committee Chairs and Leads. They will manage the association master plan and drive deliverables to completion. Provides leadership and oversight for all administrative and financial services.</p> <p>The Executive Director will leverage their ability to apply process reviews, lessons learned, best practices and organizational change management to improve and enhance the membership offerings and hosted events.</p>	<p>Criteria:</p> <ul style="list-style-type: none"> Experienced leader and manager Contracted and renewed annually 	<p>Responsibilities include, but are not exclusive to:</p> <p>Leadership and Strategy</p> <ul style="list-style-type: none"> Ensure that IPEIA assets are protected, adequately maintained and not unnecessarily risked; Provide and implement a development and succession plan annually <p>Program Oversight</p> <ul style="list-style-type: none"> Ensure ongoing programming excellence, rigorous program evaluation, sponsorship management, communications, and systems; recommend timelines and resources needed to achieve strategic goals. Achieve results through the establishment of strategic and operational goals Delegate authority, implement policy, establish procedures, make all decisions, take all actions, establish all practices, and develop all activities to conduct the business of IPEIA operate with strategies that adequately respond to the nature and level of risk, risk parameters, impairment and loss of assets Leverage their ability to apply process reviews, lessons learned, best practices and organizational change management to improve and enhance the membership offerings and hosted events. <p>Team Management</p> <ul style="list-style-type: none"> Lead and support consultants/contractors, foster a strong organizational structure and promote professional development. Address performance issues of any Working Committee or Ad-Hoc Committee not in compliance with its mandate and/or putting the success of the IPEIA Membership offerings at risk. <p>Financial Health</p> <ul style="list-style-type: none"> Provide a budget that contains sufficient information to enable credible projection of revenues and expenses; separation of capital, operational cashflows and disclosure of planning assumptions and supports the achievement of the strategic objectives Protect the fiscal soundness of future years and facilitate the building of organizational capability sufficient to achieve the strategic objectives in future years <p>Board Engagement</p> <ul style="list-style-type: none"> Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build Board involvement with setting strategic direction Advise and inform the Board on the affairs of the association Outreach and Advocacy Protect IPEIA’s public image and credibility, particularly in ways that facilitate the accomplishment of the strategic plan. Represent the organization at community gatherings, events, and public meetings.
<p>Advisory Council Member (approx. 8-10hrs month)</p> <p>A Board Liaison on the Council will be appointed annually to be a single point of contact for the Board.</p>	<p>Advisory Council members are appointed by the Board of Directors. Previous Steering Committee/Board Chairs have right of first refusal.</p> <p>The purpose of the Advisory Council is to help ensure that the Society is industry led by providing the passion, history and experience of previous Society leadership and members to the Board.</p>	<p>Criteria:</p> <ul style="list-style-type: none"> Min. 1–2-year volunteer experience with IPEIA Prior leadership role and/or demonstrated expertise in regulatory, industry or educational sectors relevant to pressure equipment integrity preferred <p>Commitment: 3-year term/renewable at Board discretion</p>	<ul style="list-style-type: none"> Serve as a Knowledge Resource: Offer historical insights and professional expertise to ensure the association remains industry-led, leveraging experience to help inform decisions and maintain IPEIA’s mission. Provide Input to the Board: Provide opinions, advice, and perspectives on industry and stakeholder needs when requested by the Board. Proactively raise relevant industry concerns and emerging needs to help inform the Board’s strategic direction. Advise Operational Leaders: Act as a consultative resource to operational leaders, working committee chairs, and working groups, offering expertise and guidance upon request throughout the year to support the ongoing activities of IPEIA. Act as an Industry Liaison: Actively represent the interests of pressure equipment integrity stakeholders, supporting IPEIA’s objectives and initiatives through professional networks and industry connections.

Working Committees			
Role	Overview	Criteria/Term	Responsibilities / Expectations
Working Committee Chair (approx. 8 – 15hrs month)	IPEIA Working Committees are established to assume the responsibility for a specific portion of the IPEIA Membership offerings by planning, marketing, and executing.	Commitment: <ul style="list-style-type: none"> • 2 years min • Industry experience and connection These Working Committees will report directly to the Executive Director.	<ul style="list-style-type: none"> • Commence new annual membership offerings cycle (April Meetings) • Ensure knowledge transfer is complete if new members are taking over key roles • Review: <ul style="list-style-type: none"> • IPEIA’s Policies • Operations Manual • Roles and Responsibilities • Recruit and confirm Working Committee Leads • Provide leadership by defining objectives, laying out the year’s work, delegating responsibility to members, being a supporter of the efforts of others as they relate to the sub-group’s work, and ensuring all sub-group members are treated with respect. Manage and guide the committee; report risks and red flags and provide support and coaching to committee members • Schedule monthly meetings (coordinate with IPEIA Admin) • Prepare agendas and minutes (or delegate task to committee member) • Develop and manage deliverables/tasks in Master Task Plan • Propose any net new recommendations/projects/proposals • Lead/Sponsor any approved projects • Responsible for supporting the Executive Director and Operations Manager • Provide status updates for Executive Director <ul style="list-style-type: none"> • Provide feedback, ideas, solutions, and recommendations • Be engaged and up to date on all annual membership offerings information to be empowered to make informed decisions • Participate and provide annual membership offerings cycle lessons learned within 30 days following the end of the membership cycle (March Meetings) • Use IPEIA tools and systems. Seek support from Operations Coordinator as needed. • Driving Call for Content and securing abstract submissions, using contacts, social media, etc
Working Committee Sub-Group Lead (approx. 5 – 8hrs month)	The Working Committee Sub-Group Lead is responsible for developing and delivering a portion of IPEIA’s membership offerings under the direction set by the Working Committee Chair.	Commitment: <ul style="list-style-type: none"> • 2 years min • Industry experience and connection This position reports to the Working Committee Chair.	<ul style="list-style-type: none"> • Commence new annual membership offerings cycle (April Meetings) • Review: <ul style="list-style-type: none"> ▪ IPEIA’s Policies ▪ Operations Manual ▪ Roles and Responsibilities • Recruit and confirm sub-groups members • Provide leadership to sub-group by defining objectives, laying out the year’s work, delegating responsibility to members, being a supporter of the efforts of others as they relate to the sub-group’s work, and ensuring all sub-group members are treated with respect. Manage and guide the sub-group, report risks and red flags and provide support and coaching to sub-group members • Schedule sub-group meetings as required (coordinate with IPEIA Admin) • Prepare agendas and minutes (or delegate task to sub-group member) • Coordinate committee members to provide onsite hosted events support

Program Working Committee			
Role	Overview	Criteria/Term	Responsibilities / Expectations
Program Working Committee Chair (approx. 8 – 15hrs month)	IPEIA Program Working Committee Chair is responsible for a specific portion of the IPEIA Membership offerings by planning, marketing, and executing.	They will report directly to the Executive Director.	<i>In addition to Working Committee Chair responsibilities/expectations</i> <ul style="list-style-type: none"> Accountable for all programming/presentations for association through various mediums (conference/webinars/etc) <ul style="list-style-type: none"> Keynotes Technical Panels Symposiums Student Posters Other Responsible for all other membership offerings that are to be carried out by the Program Working Committee. Collaborating with Stakeholder Engagement Chair Review all templates/guides supporting Programming processes IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead (Lead to confirm volunteer requirements with Executive Director and Operations Manager) to confirm their onsite contacts, role & expectations, and availability.
Program Working Sub-Group Lead (approx. 8 – 15hrs month)	The Working Committee Sub-Group Lead is responsible for developing and delivering a portion of IPEIA’s membership offerings under the direction set by the Working Committee Chair.	Commitment: <ul style="list-style-type: none"> 2 years min Industry experience and connection This position reports to the Working Committee Chair. 	<i>In addition to Working Committee Sub-Group Lead responsibilities/expectations</i> <ul style="list-style-type: none"> Support Program Chair Guidance and leadership to SMEs Spreading the word for Call for Content, using contacts, social media, colleagues, etc Reviewing, Judging all submitted Abstracts for all Program platforms Interaction with Presenters To hold various roles at the conference (depending on availability) ie: Session Chairs, Judging etc. Driving Call for Content and securing abstract submissions, using contacts, social media, colleagues, etc Establish and attend all required meetings for committee and sub-group IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Program Subject Matter Experts (SME) (approx. 5 – 8hrs month)	The Working Committee SME is responsible for developing and delivering a portion of IPEIA’s membership offerings under the direction set by the Working Committee Chair.	Commitment: <ul style="list-style-type: none"> 1 year min Industry knowledge & experience This position reports to the Working Committee Sub-group Lead.	<ul style="list-style-type: none"> Reviewing, Judging all submitted Abstracts for all Program platforms Interaction with Presenters To hold various roles at the conference To participate as an SMEs for Webinars To be a Webinar lead - Liaison (offers support between Program Working Committee and Operations Manager) Driving Call for Content and securing abstract submissions, using contacts, social media, colleagues, etc Attend all required meetings for committee and sub-group IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Program General Support	The Working Committee General Support is responsible for developing and	Commitment: <ul style="list-style-type: none"> 1 year min 	<ul style="list-style-type: none"> Overall general support to the Program Working Committee Reviewing, Judging all submitted Abstracts for all Program platforms To hold various roles at the conference (depending on availability) ie: Session Chairs, Judging etc.

(approx. 5 – 8hrs month)	delivering a portion of IPEIA’s membership offerings under the direction set by the Working Committee Chair.	<ul style="list-style-type: none"> Industry knowledge & experience <p>This position reports to the Working Committee Sub-group Lead.</p>	<ul style="list-style-type: none"> To participate as an SMEs for Webinars To be a Webinar lead - Liaison (offers support between Program Working Committee and Operations Manager Driving Call for Content and securing abstract submissions, using contacts, social media, colleagues, etc Attend all required meetings for committee and sub-group IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Stakeholder Engagement Working Committee			
Role	Overview	Criteria/Term	Responsibilities / Expectations
Stakeholder Engagement Working Committee Chair (approx. 8 – 15hrs month)	IPEIA Program Working Committee Chair is responsible for a specific portion of the IPEIA Membership offerings by planning, marketing, and executing.	<p>Commitment:</p> <ul style="list-style-type: none"> 2 years min Industry experience and connection <p>They will report directly to the Executive Director.</p>	<p>In addition to Working Committee Chair responsibilities/expectations</p> <ul style="list-style-type: none"> Accountable for membership and stakeholder relations for the association including: <ul style="list-style-type: none"> Sponsorship Exhibition Regulators Industry Groups Next Generation Members Responsible for achieving budget targets. Driving sponsorships, exhibitors, memberships using contacts, social media, colleagues, etc Responsible for the increasing membership (general & student) Collaborating with Program Chair <p>Review all templates/guides/marketing materials supporting Stakeholder Engagement processes</p> <ul style="list-style-type: none"> IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead (Lead to confirm volunteer requirements with Executive Director and Operations Manager) to confirm their onsite contacts, role & expectations, and availability.
Stakeholder Engagement Sponsorship & Exhibition Sub-Group Lead	The Sponsorship & Exhibition Sub-Group Lead is responsible for developing and delivering a portion of IPEIA’s membership offerings under the direction set by the Working Committee Chair.	<p>Commitment:</p> <ul style="list-style-type: none"> 2 years min Industry experience and connection <p>This position reports to the Working Committee Chair.</p>	<p>Stakeholder Engagement- Sponsorship & Exhibition Lead</p> <ul style="list-style-type: none"> Support Stakeholder Engagement Chair Communications liaison for Sponsors and Exhibitors with support from OPS Team Recruiting and Obtaining Sponsorship to support the conference and organizational objectives Maintaining relationships with current and new sponsors and exhibitors Support the sustainability of the conference and association with funding from sponsorship and exhibition On-site liaison for sponsorship and exhibitors during the conference Establish a sales/marketing plan for sales support team to execute to drive sponsorship and exhibitor sales Establish and attend all required meetings for committee and sub-group IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Sponsorship & Exhibition Sales Support Team	The Sales Support Team is responsible for driving sales of IPEIA sponsorships and exhibition.	<p>Commitment:</p> <ul style="list-style-type: none"> 1 year min Preferred sales and business development experience in our industry 	<ul style="list-style-type: none"> Support Sponsorship & Exhibition Sub-Group Lead Meet sales targets from sales/marketing plan Establish Sponsorship & Exhibitor client/customer relationships Provide ongoing Sponsorship & Exhibitor client/customer care throughout the annual cycle Review and provide suggestions for current and future sponsorship and exhibition offerings Attend all required meetings

		This position reports to the Sponsorship & Exhibition Lead.	<ul style="list-style-type: none"> IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Stakeholder Engagement Regulators & Industry Group Lead	The Regulators & Industry Group Sub-Group Lead is responsible for developing and delivering a portion of IPEIA’s membership offerings under the direction set by the Working Committee Chair.	<p>Commitment:</p> <ul style="list-style-type: none"> 2 years min Industry experience and connection <p>This position reports to the Working Committee Chair.</p>	<ul style="list-style-type: none"> Support Stakeholder Engagement Chair Liaison with all relevant regulators and industry groups Drive new regulatory and industry groups to support IPEIA Encourage training/presentations and conference participation stewarded by IPEIA – ie: Regulator Panel Discussion, Industry Hot Topics Fire Side Chats Encourage training/presentations and conference participation stewarded by IPEIA – ie: Regulator Panel Discussion, Industry Hot Topics Fire Side Chats Support the Integrity Challenges Forum with the Program team Establish and attend all required meetings for committee and sub-group IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Regulators Group Lead	The Regulator Group Lead is responsible for developing and delivering specific offerings for connection to regulators and our membership.	<p>Commitment:</p> <ul style="list-style-type: none"> 2 years min Industry experience and connection <p>This position reports to the Regulator & Industry Group Lead.</p>	<ul style="list-style-type: none"> Support Stakeholder Engagement Regulator & Industry Group Lead Collaborate with Industry Group Lead Liaison with Regulators and drive more participation from Regulators across Canada and connected Regulators internationally On-site liaison for Regulators during the conference Attend all required meetings IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Industry Group Lead	The Industry Group Lead is responsible for developing and delivering specific offerings for and from our industry group associations.	<p>Commitment:</p> <ul style="list-style-type: none"> 2 years min Industry experience and connection <p>This position reports to the Regulator & Industry Group Lead.</p>	<ul style="list-style-type: none"> Support Stakeholder Engagement Regulator & Industry Group Lead Collaborate with Regulators Group Lead Liaison with Industry Chairs and Attend Industry meetings on behalf of IPEIA to gather industry feedback and support for the objectives of IPEIA Recruit industry groups to support IPEIA On-site liaison for Industry Groups during the conference Attend all required meetings IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Stakeholder Engagement General Membership Group Lead	The General Membership Sub-Group Lead is responsible for developing and delivering a portion of IPEIA’s membership offerings under the direction set by the Working Committee Chair.	<p>Commitment:</p> <ul style="list-style-type: none"> 2 years min Industry experience and connection <p>This position reports to the Working Committee Chair.</p>	<ul style="list-style-type: none"> Support Stakeholder Engagement Chair Membership development initiatives Recruiting new members through various communication strategies Strategic work with the OPS team to generate more membership Support the sustainability of the conference and association with membership offerings and recruitment Establish and attend all required meetings for committee and sub-group IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.

General Membership Support Team	The General Membership Support Team are responsible for developing and delivering membership offerings under the direction set by the Working Committee Chair.	Commitment: <ul style="list-style-type: none"> • 1 year min • Industry experience and connection This position reports to the General Membership Group Lead.	<ul style="list-style-type: none"> • Support Stakeholder Engagement General Membership Group Lead • Research and propose membership offerings for consideration • Recruit new members • On-site liaison for all membership events as required • Attend all required meetings • IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Stakeholder Engagement Next Gen/Student Membership Group Lead	The Next Gen/Student Membership Sub-Group Lead is responsible for developing and delivering a portion of IPEIA's membership offerings under the direction set by the Working Committee Chair.	Commitment: <ul style="list-style-type: none"> • 2 years min • Student engagement experience and connection This position reports to the Working Committee Chair.	<ul style="list-style-type: none"> • Support Stakeholder Engagement Chair • Liaison with Next Generation/Student Members for membership development initiatives • Educational Institution Liaison • Strategic work with the OPS team to generate more “next generation/student” membership • Establish and attend all required meetings for committee and sub-group • IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.
Next Gen/Student Membership Support Team	The Next Gen/Student Membership Support Team are responsible for developing and delivering student membership offerings under the direction set by the Working Committee Chair.	Commitment: <ul style="list-style-type: none"> • 1 year min • Student engagement experience and connection This position reports to the Next Gen/Student Membership Group Lead.	<ul style="list-style-type: none"> • Support Stakeholder Engagement Next Gen/Student Membership Group Lead • Research and propose membership offerings for consideration • Recruit new members • On-site liaison for all membership events as required • Attend all required meetings • IPEIA Conference & Exhibition Support – Volunteers supporting the conference are expected to register at their own expense as a delegate and communicate with their Lead to confirm their onsite contacts, role & expectations, and availability.

OPERATIONS MANAGEMENT

Role	Overview	Criteria/Term	Responsibilities / Expectations
Operations Manager Part time (120hrs month)	<p>IPEIA's Operations Manager oversees daily business operations, ensuring efficiency, productivity, and alignment with organizational goals while managing teams, processes, and resources. Their prime role is to oversee IPEIA Operations including development and support of all IPEIA Membership Offerings. They must provide exceptional leadership skills and outstanding customer care. In addition, they will provide supervision/delegation for the IPEIA Operations Coordinator and support IPEIA's volunteer-based association. The Operations Manager reports to IPEIA's Executive Director.</p>	Commitment: <ul style="list-style-type: none"> • 1-3 year contract position 	<ul style="list-style-type: none"> • Support Executive Director and operations deliverables • Support Operational Plans for Execution • Providing leadership, direction, supervision, support & coaching and management for Operations Coordinator, Administrative Assistant and Financial Administrator. <ul style="list-style-type: none"> ○ Assignment and monitoring of tasks. • Operations: supervision of resources, volunteer recruitment/onboarding, consultant/contractor management, meeting management, communications, system support/management/maintenance, document management, tracking of resources, supervision of administration support to working committees and industry groups, registration support, webinar support, project management "Capital Projects", Strategic Roadmap, AGMs, Operations Procedure and Manual, and "People Management" (HR, issue/resolution). • Human Resources: contract management, task management and training, and building of process/procedures/manual/expense policy. • Finance Management: Budget to actuals, invoice and timesheet review and approvals, review of financial reporting and communications, supervision of Financial Administrator including onboarding and transitions, contracts, insurance, support of banking relationships, supervision of IG finances, taxes and year end, awards and bursaries, support of weekly EFT payments, and investments. • Support Working Committees Chairs • Attend regular meeting rhythms with Executive Director & Working Committee Chairs • Establish & Lead meetings with Operations Team. • Establish & Attend meeting rhythms with Operation Functional Committees. • Support & ensure all vendors and venues are adhering to contract terms • Provide budget preparation and monthly financial reporting/invoice coordination support with IPEIA's bookkeeper • Build, manage and execute Membership Annual Plans including Conference Planning • Project Manager for all approved new initiatives for IPEIA (capital projects): Net new projects, scope and requirements, building of plan for approvals, validation of vendors - RPP (source), gathering of quotes, the selection of vendors (approved through budget/scope/time), reconfirm and adjust as per project plan, and execution of plan (implementation and the realize benefits). • Manage relationships and all deliverables with 3rd party providers & subcontractors • Oversee direction for document management system (TEAM/SharePoint/MS365) for all IPEIA and IG related information (all committee members to use this platform to upload all IPEIA related documentation). • Manage Marketing and Communication Plan (internal & external). • Registration, APART System, TEAM & GoToWebinar Manager. • Back up Producer for all webinar offerings. • Manage the execution for sponsorship items and sponsorship support, including: budget and actuals, development of sponsorship offerings, sales, and supervision of sponsorship benefits and realization. • Support and approve all signage requirements • Conference Manager for all planning, logistics, and execution for the Annual Conference & Exhibition. Including:

			<ul style="list-style-type: none"> ○ Conference: Budget, tradeshow/Requirements (set up), plans/management, Keynotes, AV support/coordination, master schedule, supervision of events, contractors/staffing (temp), and volunteer management, certificates of attendance (project management), accommodations, and Food & beverage. ○ Exhibition: Lead retrieval, food & beverage, staffing/volunteers/support, plans and schedules, budget, and accommodations. ● AGM planning and management. ● Other duties and tasks will be assigned by the Executive Director
Finance Administrator (45hrs month)	Finance Administrator is responsible for recording and maintaining a business' financial transactions, such as purchases, expenses, sales revenue, invoices, and payments. They will record financial data into general ledgers, which are used to produce the balance sheet, income reporting and the budget to actual report.	Commitment: <ul style="list-style-type: none"> ● 1-3 year contract position 	<ul style="list-style-type: none"> ● Support Operations Manager and operations deliverables ● Provide financial reporting <ul style="list-style-type: none"> ● Monthly reporting - Actuals to Budget / Profit & Loss, Balance Sheet, A/R, A/P, Bank Reconciliation – filed in IPEIA MS TEAMS ● Yearly End Reporting - Provide general bookkeeping and accounting preparations for all required documentation for Year End meeting with IPEIA's Accountant ● Implement financial tools and integration to IPEIA's existing systems (ie: registration) ● Support IPEIA's invoice management ● Manage accounts payables and receivables ● Support Industry Groups invoice management for memberships ● IPEIA's banking liaison <ul style="list-style-type: none"> ● Arranges all EFT setup with vendors and services providers ● Creates all weekly EFT releases and communicates approval required by Treasurer & Executive Director ● Ensures all security and governance measures are taken to protect IPEIA (ie: all financial transactions requiring approvals are documented and filed for audit tracking) ● Industry Group Support: <ul style="list-style-type: none"> ● Maintain MS Teams and Distribution Lists for IGs ● Input of transactions from IPEIA and Industry Group bank accounts and the IPEIA BMO Mastercard into Quickbooks online, according to GAAP (Generally Accepted Accounting Principles) ● QuickBooks & WAVE Management: <ul style="list-style-type: none"> ● Input of provided budget into QuickBooks Online (QBO) ● Attached obtained transaction receipt images wherever possible in QBO ● Client access to QuickBooks Online/Wave ● Input of other incidental invoices into Wave and QBO accounting programs that require payment via electronic means and are not available to be processed through IPEIA Registration System ● File IPEIA and Industry Group bank account statements, credit card statements, vendor bills, payment confirmations and other relevant documents in IPEIA MS TEAMS ● Responsible for overseeing the use of IPEIA's accounting email (accounting@ipeia.com) ● Utilize IPEIA's Registration System to confirm registration statistics ● Utilize Bambora merchant card services to verify payments and deposits made ● Input of other incidental invoices into Wave and QBO accounting programs that require payment via electronic means and are not available to be processed through IPEIA Registration System ● Attend Operations Meetings as required ● Transfer of funds between bank accounts when approved and required

<p>Operations Coordinator (100 - 160hrs month)</p>	<p>Operations Coordinator is responsible for managing and coordinating day-to-day association activities to ensure smooth and efficient operations across an organization</p>	<p>Commitment:</p> <ul style="list-style-type: none"> • 1-3 year contract position 	<ul style="list-style-type: none"> • Other duties and tasks will be assigned by the Operations Manager • Support Operations Manager and operations deliverables • Provide leadership, direction, supervision, support & coaching and management for Administrative Assistant • Oversight for all committee/IG meetings to be properly set up, recorded, and managed by the Administrative Assistant. Provide backup support when needed • Attend all required meetings. • IPEIA Operations and Volunteers: onboarding and Operations manual/procedures. • Support Working Committee Chairs. • Manager for document management system (TEAM/SharePoint/MS365) for all IPEIA and IG related information (all committee members to use this platform to upload all IPEIA related documentation). • Coordinate and support Membership Offerings & Registration through: promo management, general inquiries and support, communications, annual autorenewals, system/self portal support, discount offerings, and presenter (conference & webinar) promo support. • Programming: APART/system management, communications, Call For Content and final presentations • Systems and tools support as required - troubleshoot and assist as required for IPEIA systems • Coordination of IPEIA Membership self-serve portal: <ul style="list-style-type: none"> - Registration system - APART system - Past Presentations - Webinar registration (GoToWebinar) • Oversight of Sponsorship and Exhibition tracking/ reporting. • Marketing & Communications - build, organize and support: <ul style="list-style-type: none"> - Manage IPEIA's website updates coordinated through our creative house - Email communication - Distribution Memberships Lists - Social Media platform - backup for IPEIA Administrative Assistant - Oversight of Conference App – develop, manage and implement • Webinar Support & Back Up for Webinar Producer <ul style="list-style-type: none"> - See Webinar Producer responsibilities • Conference Coordination Support for: <ul style="list-style-type: none"> - Regulators' Corner and Programming (Technical Presentations and Special Sessions) - IG Meetings - On-site support during the week of the conference as required - Conference Staff Management – recruiting, training, scheduling, oversight - Manage Hotel Reservations - Manage overflow hotels - Manage all Promo Codes and Consultants/contractors Registrations - Prepare all signage for the conference - Prepare and distribute conference media package and invitation - Registrations and Renewals" - Exhibition: Move in/out, Exhibitor kit, registration, townhalls, communications, set up, demos, and renewals.
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			<ul style="list-style-type: none"> - Sponsorship Support: signage and benefits realization, communications, packages, opportunities, registration/promo code and renewals, and media sponsors. • Support Operations Manager and execute all tasks assigned • Other duties and tasks will be assigned by the Operations Manager
Administrative Assistant (100-160 hrs month)	Administrative assistant provides essential support to ensure smooth association operations, handling tasks such as scheduling, communication, document management, and coordination of meetings	Commitment: <ul style="list-style-type: none"> • 1-3 year contract position 	<ul style="list-style-type: none"> • Support Operations Manager, Operations Coordinator, and operations deliverables • Support all Committees <ul style="list-style-type: none"> - Board of Directors - Working Committees • Update distribution lists and committee contact lists for IPEIA and all Industry Groups. • Meeting coordination/ support for all Committee Monthly Meetings <ul style="list-style-type: none"> - Manage all meeting recordings from MS TEAM - Scheduling, high-level meeting minutes focused on decisions, actions and risks being logged. - Manage all meeting recordings from MS TEAM - Room scheduling and catering as required for in-person meetings • Integrity Challenges Forum support • Administrative Support for Industry Groups (IGs) x 6. Provide administrative services for all IPEIA Industry Groups, including: <ul style="list-style-type: none"> - Quarterly meeting organization - Minutes, membership tracking, sponsorship/financial support, and as needed. - Room scheduling and catering as required for in-person meetings • Operations Systems Administrator for MS TEAMS and other IPEIA systems: <ul style="list-style-type: none"> - MS TEAMS - TEAMS – access, chats, training, etc. - EventMobi - HeyOrca - Social media platforms • IPEIA Working Committee member tracking: sending new onboarding forms to new committee members (including collection and tracking), updating tracking with new committee member information, forwarding updates for website. • Sponsorship (Corporate and Conference) support, including: master tracking, administration of sponsors (data collection, website and social media), committee support, item orders (research, tracking, design, purchase, receiving, utilizing). <ul style="list-style-type: none"> - Send ‘Thank you/Next Step’ emails, collect/confirm URL/Company Bio/Logo - add new sponsorship to tracking document - provide updates to website - Provide logos for Conference App and Webinars • Conference App Lead: Support annual Conference App's development, implementation, and access. • Programming: Presentation templates and guide, and support of APART/ system management. • Conference Administration Support, including: sponsorships, signage (sponsorship & exhibition), events (awards ceremony, Presenter Breakfast Briefings, Networking event(s), Exhibition Receptions, and other meetings i.e. pre-con and debrief).

			<ul style="list-style-type: none"> - Prepare all conference packages - Prepare all conference presenter gifts - Prepare all conference awards - Prepare all conference gift bags - Registration support - Accommodations - Awards - Student poster winners support - Gift cards <ul style="list-style-type: none"> • Conference On-site support during the week of the conference as required • Certificates of attendance: past presentations, webinars, conference (full & individual), managing, compliance with regulators, project management in system and support of (including badges). • Student Membership Offerings: support of initializes such as NextGen, Poster Sessions, Open Houses, Career Path, and Codes Courses. • Support Operations Manager and Coordinator -execute all tasks assigned • Other duties and tasks will be assigned by the Operations Coordinator
Communication Coordinator (10-20hrs month)	The Communication Coordinator is responsible for preparing and scheduling marketing communications and webinar production.	Commitment: <ul style="list-style-type: none"> • 1-3 year contract position 	<ul style="list-style-type: none"> • Prepare annual communication plan /schedule • Develop and design all marketing communications to promote IPEIA's offerings • Organize and manage communication deliverables in IPEIA TEAMS (document management) • Determine best delivery method for all communications such as: <ul style="list-style-type: none"> ○ Email Blasts ○ Social media posts ○ Website updates ○ External ad campaigns ○ Internal/specific audience distribution • Includes Webinar Producer role and tasks. (see role description)
Webinar Producer (5-10hrs month)	A webinar producer is responsible for all aspects of the webinar, ensuring everything runs smoothly to ensure they are offering a seamless and engaging online experience.	Commitment: <ul style="list-style-type: none"> • 1-3 year contract position 	<ul style="list-style-type: none"> • Provide support and training for webinar presenters • Produce webinar with the Chair of the committee hosting the webinar • Manage all webinar communications (external and internal) • Schedule all webinars and trials • Prepare webinar materials, including communications, emails, scripts, and presentations (using templates provided) • Organize and maintain the collection of presenter and Subject Matter Expert information. • With the support of the Administrative Assistant, review all attendees of webinars to keep exclusive to IPEIA members only • Provide Co-Moderator support for webinars • Create and upload all webinar reports and recordings, and provide summary of details post event.

6. PROCEDURES

Procedures serve as a framework for the operations of our Association. Procedures demonstrate consistency and professionalism and promote the transition of IPEIA's tasks essential to the success and continuous cycle of IPEIA's operations. While they provide guidance on key processes, they are not exhaustive and may be created and adapted as necessary to meet specific circumstances. All consultants/contractors, volunteers, and stakeholders are expected to follow these procedures to ensure consistency and alignment with IPEIA's core values and objectives.

Any changes or additions to these procedures must be approved by the Executive Director. Additionally, the Board of Directors will be informed of any updates to maintain transparency and governance oversight. Regular reviews will be conducted to ensure that our procedures remain effective and relevant.

Procedures are unique to the working committees' roles and responsibilities, and will be created, tested, implemented, and maintained by the individual Leads, with the Executive Directors' approval required prior to implementation. Procedure master files and folders will be stored and maintained in IPEIA's Operations MS Teams, with copies distributed to the working committees as needed. Operations Manager will provide template, direction, and support for the creation of procedures, the tracking of documents, and address the need for.

PROCEDURE, MASTER FOLDERS - [IPEIA Operations Procedures](#)

- Communications**
- Conference App**
- Exhibition and Sponsorship**
- Industry Group**
- Volunteer - Onboarding & Offboarding**
- Finance**
- IPEIA Systems**
- Operations - Administration**
- Programs**
- Stakeholder Engagement**
- Conference_Events**
- Webinars**

7. MANUAL REVISION CONTROL

REVISION CONTROL SHEET

Revision	Date Issued	Comments
2	July 22, 2025	IPEIA Executive Director role description.
3	September 3, 2025	IPEIA Conference & Exhibition Support, volunteer roles & expectations.
4	November 4, 2025	IPEIA Organizational Structure diagram / updates to verbiage for “staff”
5	February 28, 2026	Updates to Operations Management roles and structure

8. APPENDICES

APPENDIX SIGN OFF FORMS

Appendix	Date Issued	Description of Appendix
1	June 30, 2025	IPEIA - Operations Manual - Sign Off Form IPEIA - Code of Conduct IPEIA - Impartiality_Conflicts of Interest
2		
3		
4		
5		
6		
7		