

**BECOME AN
ENGAGEMENT
EXECUTIVE!**

Information Handbook



WHAT IS COLLABORATE?

PAA Collaborate is a secure online forum for members to discuss issues, share resources and ideas, and stay connected with peers.



WHAT ARE THE COMMUNITIES OF PRACTICE?

Collaborate CoPs help you connect with peers in similar areas. Join a community to share questions, ideas, and resources with other group members.



WHO ARE THE ENGAGEMENT EXECUTIVES?

All communities have a set of Executives:

- Executives ensure that the CoP follows PAA's mission and vision.
- Executives foster community, connection and engagement.
- Executives are ratified by the board and protected under PAA's liability insurance.
- Executives may self-nominate, and are elected for a three-year term.



EXECUTIVE ROLES

The Chair

- Responsible for community facilitation and provides a brief written report annually for the PAA Annual General Report.
- Participates in and attends all meetings of the Engagement Executive Chairs.
- Acts as a vessel between the Community, the PAA Board, and PAA CEO.

Vice-Chair

- Supports Chair as needed
- Provides four brief written committee reports for PAA board meetings quarterly.
- Disciplines members who are not following community guidelines.



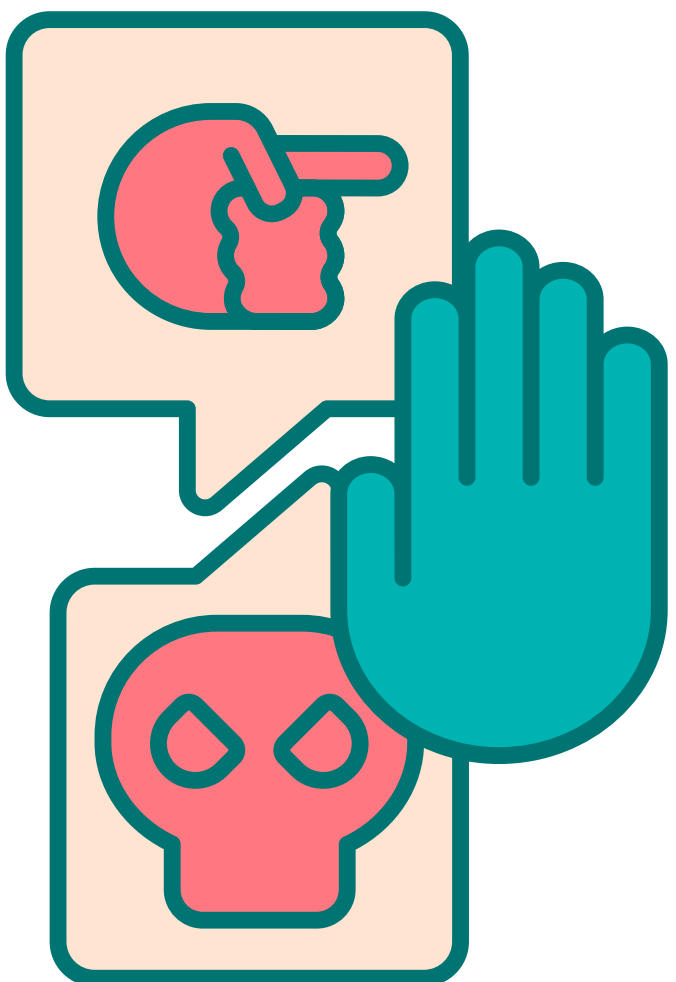
EXECUTIVE ROLES

Moderator(s)

- Ensures that the conversation follows CoP communication guidelines and are respectful and inclusive.
- Notifies Chair and Vice-Chair if any issues arise.
- Notifies PAA office if problem persists.

Member Engagement Officer

- Posts questions and conversation starters to the group.
- Encourages collaboration within the Community and laterally between communities.
- Shares evidence-based research and directs members to PAA benefits if needed.



EXECUTIVE ROLES

Publications Officer

- Creates resources like fact sheets, letters, and presentations.
- Makes decisions with the community about which information should be available to the public and which information is member-sensitive.

Professional Learning Officer


- Polls community's interests with respect to Professional Development Opportunities.
- Contact for community members who conduct workshops.
- Familiarity with PAA PD events to direct members to the appropriate workshops.





WANT TO GET INVOLVED?

You can find the vacant Executives roles by creating a Volunteer Profile, and browsing the Volunteer Opportunities for open positions.



For further questions about becoming an
Engagement Executive, email
paa@paa-ab.ca.