



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION GOVERNANCE PROTOCOL

Revision: 18

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Revised By: Trent Tarleton

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1. PURPOSE

The purpose of the Protocol is to communicate the association's values, philosophy, and culture. A change to the Protocol document requires a successful vote from The International Pressure Equipment Integrity Association (IPEIA) Steering Committee.

Mandatory Appendix documents are to be considered part of the protocol and are critical to the operation and goals of IPEIA (financial implications, roles, and responsibilities, code of conduct, etc.) A change to a Mandatory Appendix document requires a successful vote from the IPEIA Steering Committee, unless the change is editorial.

Non-Mandatory Appendix documents provide general information that would not generally be a part of the protocol and are added only for purposes of clarification, illustration, example, and general information (meeting guidelines, volunteer onboarding form, and annual webinar schedule). A change to a Non-Mandatory Appendix document requires the approval of either the IPEIA Steering Committee Chair or Vice-Chair.

2. OVERVIEW

IPEIA is comprised of individuals active in the Pressure Equipment Industry and related educational groups. The stakeholders in the Association include but are not limited to UCIA, ARPIA, GUAC, SIA, CCIA, and APPCA, as well as individuals employed or engaged in the Pressure Equipment Industry. IPEIA is a Not-For-Profit Society registered in Alberta, registration number 5011997417. IPEIA is an Association. The goal of the Association is to build an IPEIA Membership of industry-related individuals to support the mission of IPEIA.

3. MISSION STATEMENT

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

4. 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 (ie. Conference and Exhibition).

5. ANNUAL CONFERENCE

The timeframe for the Annual Conference and any Special Session Committee activities included during the conference is currently one week. This time frame may be altered if it is determined by the Steering Committee to be necessary. The Special Session Committee activities occupy the days leading up to the start of the Annual Conference, as determined by the Steering Committee, and should be complete by noon on the first day of the conference. The Special Session Committee activities may include training courses, seminars, workshops, industry organization meetings, or industry-jurisdictional interface discussions. Additional IPEIA-sanctioned events may be scheduled during the conference providing they do not detract from the Annual Conference activities. Such mid-conference events require the sanction of the Program Committee. The Annual Conference days should be filled with 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. These social activities may occur at any time throughout the Annual Conference week. IPEIA coordinates, as far as is practical, arrangements at fair prices for the accommodation of delegates, speakers, presenters, and guests while attending the Annual Conference.

6. EXHIBITION

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 must conclude 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 Exhibition can be found in Mandatory Appendix 8.

7. EXECUTIVE COMMITTEE

The Executive Committee supports the Steering Committee and provides guidance, leadership, and decision-making when required. For governance structure, roles, responsibilities, and expectations, see Mandatory Appendix 1 and 2.

The Executive Committee will handle all disciplinary decision making. Additionally, the Executive Committee is hereby authorized to delegate that decision making at its sole discretion.

The Executive Committee will report to the Steering Committee, on a confidential basis and at its sole discretion, any of the decisions reached with respect to discipline. Reporting will be reviewed on a case by case basis. Factors to be considered when reporting to the Steering Committee include but are not limited to:

- (a) the nature and seriousness of the complaint;
- (b) whether a member of the Steering Committee is the subject of the proposed discipline;
- (c) whether an employee contractor of a member of the Steering Committee is the subject of the proposed discipline; and
- (d) any other factor that the Executive Committee in its discretion deems appropriate.

8. STEERING COMMITTEE

Overall responsibility for the planning, marketing, and execution of the IPEIA Membership offerings rests with the Steering Committee. Although many tasks and duties are delegated by the Steering Committee to the various IPEIA Sub-Committees or Ad-hoc Committees, the ultimate success of any IPEIA Membership offerings is due to the responsible oversight by this committee. The Steering Committee has the right and the responsibility to take control of a Sub-Committee or Ad-Hoc Committee not in compliance with its mandate if it is placing the success of the IPEIA Membership offerings at risk. The Steering Committee consists of approximately fifteen voting members, comprising members selected from each Industry Group, Regulator and up to four members-at-large. The IPEIA Manager is a de facto non-voting member of the Steering Committee, as well as each of the Sub-Committees. As individuals, Steering Committee members have rights as part of their involvement in the Steering Committee. For governance structure, roles, responsibilities, and expectations, see Mandatory Appendix 1 and 2.

The rights of Steering Committee Members are:

- Receive adequate notice of meetings, newsletters, and regular mailings
- Participate in debate, have their opinions treated with respect, and exercise one vote
- Nominate members and exercise one vote in elections
- Abstain from voting
- Stand for elected office
- Call a special meeting with cause
- Have access to the financial statements of IPEIA

9. SUB-COMMITTEES

IPEIA Sub-Committees are established to assume the responsibility for a specific portion of the IPEIA Membership offerings by planning, marketing, or execution (e.g. finance or technical program development). These committees will have their Committee Chairs appointed by the Steering Committee and all Sub-Committee Chairs will be voting members of the Steering Committee for their term. To facilitate the execution of the IPEIA Membership offerings, the Steering Committee is required to put in place appropriate Sub-Committees. These committees will report directly to the Steering Committee. Should any Sub-Committee or its Chair fail to execute its mandate, as determined by the Steering Committee, then the Steering Committee has the responsibility to take whatever action is necessary, including dismissal of the Chair and any or all Sub-Committee members to ensure the mandate is completed. For governance structure, roles, responsibilities, and expectations, see Mandatory Appendix 1 and 2.

The rights of Sub-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

9.1 Sub-Committees Task Group

Sub-Committee Task Groups can be formed to provide support for the various Sub-Committees. They are formed at the discretion of the Sub-Committee and report directly to that committee's Chair. Sub-Committees report to the IPEIA Steering Committee through the representation of the Sub-Committee Chair.

10. AD-HOC COMMITTEES

At the sole discretion of the Steering Committee, Ad-hoc Committees may be formed from time to time. Like Sub-Committees their Chairs will be appointed by the Steering Committee and the Ad-hoc Committee Chairs are to be a member or Sub-Committee member of the Steering Committee.

All Ad-hoc Committees will have a Chair and at least two other committee members. The Ad-hoc Committee Chair will be appointed by the Steering Committee and in most cases will be selected from the members of the Steering Committee or a Sub-Committee. The IPEIA Manager is to be invited to attend Ad-hoc Committee meetings. If the Steering Committee selects an Ad-hoc Committee Chair that is not a member of the Steering Committee, that individual then automatically becomes an associate member of the Steering Committee for the duration of their Ad-hoc Committee Chair assignment. At the end of their mandate, all Ad-Hoc Committee Chairs and Memberships terminate.

11. PROFESSIONAL CONSULTING SERVICES

To supplement and provide key roles/skills otherwise unavailable to the Association, the IPEIA Executive Committee may secure professional consultants, as required.

12. INDUSTRY GROUPS

IPEIA strives for a balance of supporting Industry Groups. Industry Groups are 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 Steering Committee 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 Steering Committee and Sub-Committees. More information on Industry Groups can be found in Non-Mandatory Appendix C.

13. ELECTIONS

Elections of the Executive Committee and Sub-Committee Chairs occur annually at the last meeting of the conference cycle. All candidates to be considered for office must be nominated, willing to accept the nomination, and receive the largest number of votes to be elected for one term. It is acceptable for incumbent Chairs to continue for a subsequent term if so elected, up to a maximum of three terms. Each member, voted into one of the positions that make up the Executive Committee, must be employed by different employers. The Chair and the first and second Vice-Chairs shall be elected from the Steering Committee membership. Vice-Chairs shall have served at least one full year on the Steering Committee. Steering Committee members are expected to serve on at least one Sub-Committee. The Chair of each Sub-Committee shall be a member of the Steering Committee. Sub-Committee Vice-Chairs shall attend the Steering Committee as observers. Sub-Committee Vice-Chairs are granted the right to vote on behalf of their committee Chair if they have been assigned as their delegate for one or more specific Steering Committee meetings. The number of observers is at the discretion of the Steering Committee members. If any Sub-Committee Chair role is vacated during the conference cycle, the Vice-Chair shall assume the role. The Steering Committee will vote on the nomination of proposed new members-at-large.

14. MEMBER EMERITUS

There are long-serving Steering Committee, Executive Committee members, and others who have contributed to the success of IPEIA who should be recognized as Members Emeritus after their active involvement in IPEIA ceases. IPEIA recognizes the value of their



contribution, participation, and mentoring as well as their association with IPEIA after they step down from committee work. Any IPEIA member may nominate a Member Emeritus following the process outlined in Mandatory Appendix 2.

15. RENUMERATION

Members of any of the IPEIA Committees shall not be remunerated for serving IPEIA except where pre-approved expenses are incurred while in service of one of the committees. Remunerated positions shall be limited to professional consulting roles, contract support services, and keynote speakers. Professional keynote speakers will be eligible for a presentation fee as negotiated and all other keynotes representing industry/service companies associated with the pressure equipment industry will only receive accommodation and travel expenses and shall not be eligible for an exchange of any goods or services.

16. INDEMNITIES

The treasurer of IPEIA is responsible to ensure that each year an insurance policy is required on behalf of individual directors, officers, trustees, volunteers, employees and members of any duly constituted committee where damages and expenses may occur in the event they are sued in conjunction with the performance of their duties with IPEIA. The indemnity shall include defense costs and damages that IPEIA cannot pay either because indemnification is not permitted or IPEIA is not financially able to do so. The policy will pay on behalf of IPEIA for those amounts the corporation is required or permitted to pay on behalf of its insured persons. Finally, the policy shall provide full entity coverage for IPEIA by paying on behalf of the IPEIA's defense costs and damages that it is legally obligated to pay.

17. FISCAL RESPONSIBILITY

IPEIA shall have a reserve fund up to the annual cost of goods sold and expenses of IPEIA's Membership Offerings. This target amount shall be reviewed on an annual basis upon completion of the year end reporting each year. With IPEIA's income varying year over year and not wanting to sacrifice future growth, the Finance Committee will review the current year's financial situation and propose to the Steering Committee an amount to be set aside of \$65,600 or 40% of the net income. The targeted savings amount may be adjusted in the future to prevent the reserve fund from growing beyond one year of operating expenses. This reserve fund is intended to safeguard IPEIA's Membership offerings and the volunteers who serve on the executive. The reserve fund is not meant to take the place or supplement the liability insurance that the Association carries.

18. FINANCIAL SIGNING AUTHORITY

The following Executive Committee members shall be set up to have financial signing authority on behalf of the Association:

- Steering Committee Chair
- Steering Committee Vice-Chair
- Finance Committee Chair

A detailed Financial Signing Authority Schedule is located in Mandatory Appendix 3.

19. FEES AND IPEIA MEMBERSHIPS

The Steering Committee, by delegation to the Finance Committee, shall determine the fees required for Membership of IPEIA, as well as any other fee costing models for any other Membership offerings (ie: training courses, conferences, and exhibitions). Fee exemption for delegates is subject to the following but is to be reviewed for each item associated with the cost:

- Delegate fees are waived for keynote speakers
- Delegate fees are waived for Member Emeritus
- Delegate fees are waived for Steering Committee members

20. VOTING

20.1 Quorum

For a vote to take place there must be a quorum present and a quorum is defined as a minimum of two-thirds of the voting Steering Committee members. All decisions will be by a simple majority. In the case of a tie vote and only then will the Chair vote. If, however,



the item for consideration is a change in this protocol document itself then a two-thirds majority of the full Steering Committee is required to carry the motion for change. If in the event a quorum is not present at a Steering Committee meeting and therefore voting was not able to take place the Chair has three options:

Option #1 – Deferral	Option #2 – Executive Decision	Option #3 – Email Ballot
The Steering Committee Chair can elect to carry the motion(s) over to the next meeting of the Steering Committee, be it a regularly scheduled or special meeting.	The Steering Committee Chair can elect to refer the motion(s) over to the Executive Committee for decision. The Chair must recognize that the Executive Committee can only deal with items specific to the upcoming Membership offerings and cannot make decisions affecting multiple years of Membership offerings	The Steering Committee Chair can instruct the IPEIA administrator to prepare a written motion for the decision that is required to be made, this motion will be emailed to all Steering Committee members along with the meeting minutes detailing the discussions. All members will be required to vote via return email, letter, or fax. Letters and faxes must be signed. A minimum of two-thirds of the votes must be received with the majority in favor of the motion for it to be carried. Motions regarding a change to the Protocol require a two-thirds majority, namely ten of the fifteen Steering Committee members.

20.2 Proxy Voting

The Steering Committee will not allow proxy voting by committee members. If a member cannot attend a meeting and the committee member wishes to make the member's position on a matter known, a written statement, which will be read into the minutes, can be provided by the member. In the event of a tie vote the Steering Committee Chair although not bound by the submitted statement must consider it. A committee member in attendance of a Steering Committee meeting via a conference call or video conferencing technology is considered to be present. The member will be counted in the quorum and have full voting rights.

20.3 Voting Requirements

The fifteen members of the Steering Committee, which includes all members of the Executive Committee and the Chairs of the various Sub-Committees and representatives of the Industry Groups, are eligible to vote. Many of the discussions at the Steering Committee result in reaching a consensus to determine the direction to be taken by IPEIA. All committee meeting discussions will be recorded and minutes distributed to all Steering Committee members and associate members. When changes in policy, addition or removal of committee members, the election of committee leaders, selection of Sub-Committee and ad hoc Committee Chairs, or changes to this protocol are required a vote must be held and results recorded. Changes to the protocols need a two-thirds majority of all voting members of the Steering Committee.

20.4 Voting Restrictions

Although discouraged, from time to time there may be more than one Steering Committee member employed by one employer. To ensure no undue influence or perception of block voting occurs only one of those affected members will be allowed to vote. It will be entered into the meeting minutes which member is exercising the right to vote at that particular meeting. In all cases, however, all the members with a common employer are counted for quorum. The exception to this exclusion will be in the event of a tie vote and the role of the Chair to break the tie, the Steering Committee Chair may always exercise this responsibility regardless of employment status.

21. COMPLAINTS AND APPEALS

Although IPEIA makes every effort possible to ensure all stakeholders are treated fairly and consistently, we recognize that in some circumstances, individuals may require further clarification regarding practice or decisions. IPEIA is committed to handling complaints fairly, efficiently, and effectively. IPEIA expects volunteers at all levels to be committed to fair, effective, and efficient complaint handling. We are committed to seeking and receiving feedback and complaints about our services, systems, practices, procedures, products, and complaint handling. Any concerns raised in feedback or complaints will be dealt with within a reasonable time frame. A detailed complaint and appeals process is located in Mandatory Appendix O.

Any disciplinary decisions arising from a complaint will be addressed by the Executive Committee as set out herein.

22. CONDUCT AND EXPECTATIONS

When stakeholders behave unreasonably in their dealings with IPEIA, their conduct can significantly affect the progress and efficiency of IPEIA. As a result, IPEIA will take proactive and decisive action to manage any conduct that negatively and unreasonably affects IPEIA stakeholders and will support our volunteers and contractors to do the same per this protocol. The IPEIA Code of Conduct is located in Mandatory Appendix H.

Any disciplinary decisions arising from a breach of conduct will be addressed by the Executive Committee as set out herein.

23. COMMITTEE MEMBERS AGREEMENT NOT TO DISCLOSE CONFIDENTIAL INFORMATION

IPEIA may disclose and offer access to confidential information for committee members to perform specific tasks. This information may include IPEIA's trade secrets, sales, and profit figures, customer lists, relationships with contractors, customers, or suppliers, and opportunities for new or developing business. The confidential information may be communicated in verbal form, written materials, and electronic files. It may also consist of unwritten knowledge, including conference operations, strategies, ideas, research, processes, practices, or know-how. While volunteering, and afterward, for IPEIA, it is expected that a committee member will not use or disclose to any other person or entity any confidential information or materials (either written or unwritten) without authorization except when required to do so to properly perform their duties for IPEIA or as required by law.

24. INDEMNIFICATION

Indemnification is the compensation a corporation gives to its directors and officers for costs or expenses caused by lawsuits as a result of the directors and officers carrying out their work, duties, or responsibilities on behalf of the corporation.



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 1

GOVERNANCE STRUCTURE

Revision: 0
Revision: 1

Date: July 25, 2022
Date: June 27, 2023

Revised By: Mark Stonehouse
Revised By: Christi Marcine

Introduction

Commitment is Essential

This Appendix provides an overview of the complete organizational structure, which has been put in place to plan, market, and fully execute the complete scope of the IPEIA membership offerings. This organizational structure is based on a committee-centered approach with all sub-committees having representation on the steering committee. For an overall layout of the committee structure see below:

Steering Committee						
Executive Committee, Sub Committee Chairs, and Industry / Regulator Representatives Sub Committee Vice-Chairs and Observers					Voting	Non-Voting
Executive Committee						
Chair	First Vice-Chair	Second Vice-Chair	Treasurer	Past Chair	Senior Advisor & Manager (Non-Voting)	Chair Advisor (Optional)
Provides leadership and support for the current membership offerings cycle and assumes overall responsibility for IPEIA and the Steering Committee.	The First Vice-Chair is a co-leader for the current membership offering cycle and assumes delegated responsibility for IPEIA and the Steering Committee. The First Vice-Chair needs to be assigned ownership of key responsibilities to position them for success in their promotion to the Chair.	The Second Vice-Chair is a co-leader for the current membership offering cycle and assumes delegated responsibility for IPEIA and the Steering Committee. This role will assume the responsibilities of the First Vice-Chair if they are unable to fulfill them. They will support all delegated initiatives assigned to First Vice-Chair and work closely with them and the Chair.	The Finance Committee Chair provides oversight of all of the financial management for IPEIA. They are to provide recommendations and guidance for all financial decisions.	The Past Chair's prime role is to support the current Chair.	Provides senior advisory and program management to guide the membership offerings for the association. They will provide management coaching for Executives & Steering Committee Chairs. They will manage the association master plan and drive deliverables to completion. Provides leadership and oversight for all administrative and financial services.	The Advisor to the Chair and Executives will offer their historical insights and provide guidance when called upon.

Communication strategy and execution for all membership offerings including a conference to be owned by the Executive Committee and led by the IPEIA Manger.		
Communications Internal External		Marketing and Promotions Website Social Media Advertising Registration
Sub Committees		
Membership/Public Relations Build IPEIA’s membership offerings including networking events. Liaise with Program, Education, and Special Sessions Client Relations Exhibition Sponsorship Membership	Education Builds and delivers courses and tools for IPEIA’s next generation	
	Program Build and deliver technical presentations	
	Special Sessions Build and deliver keynote presentations, specialized panels, and other forums (ICF, workshop/training)	
Finance Provides budget management and financial oversight to all approved and proposed initiatives		
Communications Provides all critical internal and external communications for IPEIA (mediums include: Website, Social Media, Email Blasts)		
Industry Groups & Regulators Liaisons Provides expertise, insights and direction on industry focused needs for IPEIA to help facilitate and to communicate back to their respective organizations		
Advisory Offers historical information and guidance when requested		
Industry Groups		
Representatives to be on sub-committees and have a seat on Steering Committee IPEIA Manager provides: meeting management / represents IPEIA with IPEIA/IG Liaison at all IG meetings / financial and administrative		
Snr. Advisor & Management, Administrative, and Financial Services		
Snr Advisor & Manager	Operations Coordinator	Bookkeeper & Financial Reporting
Provides senior advisory and program management to guide the membership offerings for the association. They will provide management coaching for Executives & Steering Committee Chairs. They will manage the association master plan and drive deliverables to completion. Provides leadership and oversight for all administrative and financial services. The IPEIA Manager will leverage their ability to apply process reviews, lessons learned, best practices and organizational change management to improve and enhance all membership offerings and hosted events.	Oversight and coordination of all administrative tasks and assist the IPEIA Manager on the day-to-day requirements for managing the association and building the membership offerings. Administrative Assistant Complete assigned administrative services to assist the IPEIA Operations Coordinator.	Provide bookkeeping and accounting services leveraging recommended industry best practices and tools. Offers continuous ways to improve IPEIA’s process and reporting to allow for timely decision-making and strategic planning.



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 2

ROLES, RESPONSIBILITIES, & EXPECTATIONS

Revision: 1

Date: September 5, 2023

Revised By: Christi Marcine

Role	Overview	Criteria/Term/Fees	Responsibilities / Expectations
Executives (ALL)	<p>The Executive Committee supports the Steering Committee and provides guidance, leadership, and decision-making:</p> <ol style="list-style-type: none"> 1. Steering Committee Chair (elected) 2. Steering Committee's first Vice-Chair (elected) 3. Steering Committee second Vice-Chair (elected) 4. Finance Committee Chair (elected) 5. past Steering Committee Chair (appointed) 6. Senior Advisor(s) (appointed by Steering Committee) 	<p>Criteria:</p> <ul style="list-style-type: none"> Served on Steering Committee Nominated/Elected (exception: Past Steering Committee Chair) <p>Commitment:</p> <ul style="list-style-type: none"> 2 years min/6 years max. <p>Membership Fees:</p> <ul style="list-style-type: none"> included -promo code will be provided to register for the IPEIA annual membership offering only for the cycle the member served as an Executive (SC) 	<ul style="list-style-type: none"> Provide leadership and support to subcommittee chairs Oversee fiscal management of the association Be a supporter of the efforts of others as they relate to IPEIA Securing professional consulting services contracts as needed
Steering Committee Chair (Executive)	<p>The Steering Committee Chair is the leader of the current membership offering cycle and assumes overall responsibility for IPEIA and the Steering Committee.</p>	<p>Criteria:</p> <ul style="list-style-type: none"> Served as Vice-Chair Nominated / Elected 	<ul style="list-style-type: none"> Will assist Steering Committee with the delegation of responsibilities relating to reviewing and setting strategic direction and activities of IPEIA including: <ul style="list-style-type: none"> Determine effective organizational and reporting structure

(approx. 30-40hrs month)			<ul style="list-style-type: none"> • Ensure effective systems are in place to manage risk and provide succession planning including documented policies, processes, and clear accountabilities • Act as the point of contact for individuals and organizations to encourage stakeholder input and serve as an advocate for the IPEIA mandate • Prepare and approve all Steering Committee meeting agendas and chair meetings • Act as the spokesperson for IPEIA • Prepare and host Town Halls • Provide leadership by defining objectives, laying out the year's work • Delegate responsibility to members • Manage and provide oversight/support to IPEIA's Manager • Divide Sub-Committee Chair support between Chair and Vice Chairs • Attend Sub-Committees (as assigned) Meetings – Kick-off Meeting, mid-point meeting, a month before the conference (when available) to offer support and encouragement. • Chair monthly executive meetings (and any additional meetings) • Chair monthly Steering Committee meetings • Available for additional brainstorming "calls" (as needed by executives, management, and administration) • Minimum "check-in" meetings with Vice-Chair bi-weekly (or as needed) • Review protocols and recommend updates as needed • Negotiation and management of all contracts • Coordination of on-boarding of new committee members in April of each year • Actively seek new committee members and follow up with them to encourage them to join IPEIA and match their interest to different sub-committees
Steering Committee First Vice Chair (Executive) (approx. 24-32hrs month)	<p>The First Vice Chair is a co-leader for the current membership offering cycle and assumes delegated responsibility for IPEIA and the Steering Committee. The First Vice Chair needs to be assigned ownership of key responsibilities to position them for success in their promotion to the chair.</p>	Criteria: <ul style="list-style-type: none"> • Served as Sub-Committee Chair • Nominated/Elected 	<ul style="list-style-type: none"> • Drive 5-Year Planning for IPEIA • Leader of IPEIA's Succession Plan including: <ul style="list-style-type: none"> ▪ Oversight for the process to identify, recruit and develop suitable candidates for all IPEIA committee levels ▪ Coordinate and call for nominations for Steering Committee for the next IPEIA annual webinar offerings cycle • Contribute to all Steering Committee meeting agendas and chair meetings • Prepare and co-host Town Halls • Support Chair and other Executives as needed • Provide oversight and support to Sub-committees as assigned • Attend Sub-Committees (as assigned) Meetings – Kick-off Meeting, mid-point meeting, a month before the conference (when available) to offer support and encouragement.

			<ul style="list-style-type: none"> • Be prepared to step into the chair's duties if required • Assume the position of chair the following year • Attend monthly executive meetings (and any additional meetings called) • Attend monthly Steering Committee meetings • Available for additional brainstorming "calls" (as needed for executives, management, and administration) • Minimum "check-in" meetings with Chair bi-weekly (or as needed) • Review protocols and recommend updates as needed
Steering Committee Second Vice Chair (Executive) <i>(approx. 24-32hrs month)</i>	<p>The Second Vice Chair is a co-leader for the current membership offering cycle and assumes delegated responsibility for IPEIA and the Steering Committee. This role will assume the responsibilities of the First Vice Chair if they are unable to fulfill them. They will support all delegated initiatives assigned to the First Vice Chair and work closely with them and the Chair.</p>	Criteria: <ul style="list-style-type: none"> • Served as Sub-Committee Chair • Nominated/ Elected 	<ul style="list-style-type: none"> • Support all initiatives assigned to First Vice Chair (see above) • Be prepared to step into the first vice chair's duties if required
Finance Committee Chair (Executive) <i>(approx. 16-24hrs month)</i>	<p>The Finance Committee Chair provides oversight of all of the financial management for IPEIA. They are to provide recommendations and guidance for all financial decisions.</p>	Criteria: <ul style="list-style-type: none"> • Served as Sub-Committee Chair • Nominated/Elected 	<ul style="list-style-type: none"> • Support the Steering Committee chair • Lead the Finance Committee's efforts to achieve its mandate • Ensure a finance committee leadership succession plan • Manage IPEIA's financial affairs in a transparent and professional manner • Prepare the annual budget for review <ul style="list-style-type: none"> • Provide a yearly schedule of key milestones and follow up with sub-committee chairs to be in the position for approval at the May meeting • Provide tools and templates for budget preparations and tracking • Be a supporter of the efforts of others as they relate to IPEIA • Attend monthly executive meetings (and any additional meetings called) • Attend monthly Steering Committee meetings • Chair monthly finance committee meetings • Available for additional brainstorming "calls" (as needed for executives, management, and administration) • Review protocols and recommend updates 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 to ensure IPEIA is safeguarded • Approve invoices in financial system on weekly basis

Past Chair (Executive) <i>(approx. 8-10hrs month)</i>	<p>The Past Chair's prime role is to support the current Chair.</p>	Criteria: <ul style="list-style-type: none"> Served as Steering Committee Chair Appointed 	<ul style="list-style-type: none"> Transition all chair responsibilities to the new incoming chair (set up for success) Advise and support the Steering Committee chair Review and advise contracts as required Prepare and host discussion panels Provide continuity on the Steering Committee Be a supporter of the efforts of others as they relate to IPEIA Attend monthly executive meetings (and any additional meetings called) Attend monthly Steering Committee meetings Minimum "check-in" meetings with Chair once a month (available for calls as needed) Review protocols and recommend updates as needed Participate in the Advisory Committee
Snr Advisor & Manager <i>(approx. 100 month)</i>	<p>Provides senior advisory and program management to guide the membership offerings for the association. They will provide management coaching for Executives & Steering Committee Chairs. 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 IPEIA Manager will leverage their ability to apply process reviews, lessons learned, best practices and organizational change management to improve and enhance the all membership offerings and hosted events.</p>	Criteria: <ul style="list-style-type: none"> Professional Management Consultant Contracted 	<ul style="list-style-type: none"> Member of the Executive & Steering Committees Strategic Senior Management Consultant & Advisor for the Steering Committee Members <ul style="list-style-type: none"> Offer coaching & advice to all committees' chairs based on membership offerings best practices and strategic alignment for IPEIA's priorities Manage all Professional Consulting Service providers including: <ul style="list-style-type: none"> Providing leadership, direction, support & coaching Assignment and monitoring of tasks Review of timesheets and invoicing Project Manager for all approved new initiatives for IPEIA (capital projects) – ie: APART – Phase II Registration & APART System Manager Facilitate Lessons Learned Session / 5 Year Planning Meetings or recommend/coordinate a third-party facilitator if allow active participation as an IPEIA committee member is required Executive & Steering Committee Reporting (monthly, ad-hoc, lessons learned) Support & ensure all vendors and venues are adhering to contract terms Provide budget preparation support and guidance for Finance Chair and to all sub-committee chairs Invoice Management 2nd level Signing Authority for banking/accounts payables Build, manage and execute membership offerings plan Manage relationships and all deliverables with: <ul style="list-style-type: none"> Venues <ul style="list-style-type: none"> Hotel Block Food & Beverage Meeting Rooms

			<ul style="list-style-type: none"> • Audio Visual/Presentation Services • Security • Technical Services • Creative House/IPEIA Portal Systems provider • Transportation services • Swag, gifts, promotions • Trade Show – Signage/ Expo Supplies / Conference supplies • Videography/Photography • GotoWebinar • Cvent/Crowd Compass • High-level management of document management system (MS TEAMS) • Back up IPEIA Administrator for document management system (MS TEAMS) • Provide guidance and prompts to committees to provide key completed communication form to Communication committee • Recruit, schedule and train volunteers for on-site support at conference (ie: registration team) • Membership Offerings: Advisor to Membership Committee, Special Session Committee, Education Committee, Program Committee advisor: <ul style="list-style-type: none"> • Guide using master tracking tool • Developed templates and toolkit • Provide packages for approved and declined submissions • Keynotes Support <ul style="list-style-type: none"> ▪ Seek Keynotes for Program ▪ Point of Contact for all selected Keynotes <ul style="list-style-type: none"> • Contract and contract negotiations • Conference Details – logistics • Hotels • Transportation • Support • Technical Program Support <ul style="list-style-type: none"> • Abstract Submissions • Presentation Template & Guide • Presentation approved and declined packages • Presentation Coordination (prior and onsite) • Session Aide Packages – development & preparations • Prepare, review and approve all signage requirements • Regular update and follow up communications for all sub-committee initiatives (ie: Sponsors, Exhibitors, Students, Presenters, etc.)
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			<ul style="list-style-type: none"> • Backup for administrator for IPEIA's (admin@ipeia.com) inbox and respond or disseminate to correct IPEIA representative for follow up) • Manage IPEIA's FAQ • Attend and provide support/guidance in all meetings: <ul style="list-style-type: none"> • Steering Committee (12x2hrs = 24hrs) • Six (6) Sub-Committees (12x6* x 1hrs = 72hrs) • Executive Meetings (12x1hr = 12hrs) • Ad-Hoc and Strategic planning Sessions (12x2 = 24hrs) • Regular status meetings and updates for all of IPEIA initiatives with creative house (id associates) • Manage all Promo Codes and Staff Registrations • Prepare and distribute media package and invitation (for hosted events) • Liaison for IPEIA with Industry Groups (IGs) x 6 <ul style="list-style-type: none"> • Update IGs of IPEIA's initiatives • Support IG Chairs for all membership coordination • Website and document management system support (possible new project initiative to develop new website for each IG) <p><i>*estimate for 6 sub-committees x 12 meetings + 1 advisory committees x 4 meetings + 8 ad-hoc or additional meetings requests</i></p> <p>All additional tasks to be reviewed with Executives to determine appropriate resource plan (volunteer vs. professional services)</p>
Advisor (approx. 8-10hrs month)	The Advisor to the Chair and Executives will offer their historical insights and provide guidance when called upon.	Criteria: <ul style="list-style-type: none"> • Served as Steering Committee Chair • Appointed 	<ul style="list-style-type: none"> • Advise and support the Chair and Executive Committee • Review and advise contracts as required • Be a supporter of the efforts of others as they relate to IPEIA • Attend monthly executive meetings (and any additional meetings called) • Attend monthly Steering Committee meetings • Minimum "check-in" meetings with Chair once a month (available for calls as needed) • Review protocols and recommend updates as needed

Role	Overview	Criteria/Term/Fees	Responsibilities / Expectations
Steering Committee (approx. 24-32hrs month)	<p>At the highest level, the IPEIA Steering Committee is guided by three principles in carrying out its duties in overseeing the association, these principles can be defined as:</p> <ul style="list-style-type: none"> • To preserve the integrity of the mission statement, by overseeing the mission of IPEIA and preserving IPEIA's autonomy. 	Commitment: <ul style="list-style-type: none"> • 2 years min / 6 years max. (Under special circumstances, as determined by the Steering Committee, individuals may be requested to stay) 	<ul style="list-style-type: none"> • Plan and oversee the execution of the IPEIA membership-related items and the annual membership offerings. • Select schedule and venue(s) for the annual membership offerings and all other related events and activities • Provide oversight for all areas (sub-committees deliverables) of the annual membership offerings • Meet every month • Review and set the strategic direction of IPEIA and continuously recommend improvements (Chair will provide an initial proposal for review)

	<ul style="list-style-type: none"> To set policy for IPEIA, the policy can be defined as <ul style="list-style-type: none"> Approval of annual budget and fees as well as borrowing money Resourcing and contract award Risk management decisions Changes to the Governance Protocol To support the function committees and promote IPEIA. 	<p><i>beyond the six-year term.)</i></p> <p><u>Sub-Committee Chairs</u></p> <ul style="list-style-type: none"> Nominated/Elected <p><u>Industry Groups</u></p> <ul style="list-style-type: none"> 1-2 members on Steering Committee Must serve on a sub-committee <p><u>Juridical Organizations</u></p> <ul style="list-style-type: none"> 1 member each Must serve on a sub-committee <p>End of Term</p> <ul style="list-style-type: none"> Members can be asked to leave the Steering Committee should they not be able to fulfill their responsibilities as required in this protocol. A majority vote on a motion tabled by at least two committee members is required to remove a Steering Committee member, including a member of the Executive. Notice of the motion to remove a member must be included in the meeting agenda, which is distributed before the meeting. <p>Membership Fees:</p>	<ul style="list-style-type: none"> Implement and support an effective organizational structure to disseminate responsibilities (Chair will provide an initial proposal for review) Ensures that the protocols are: <ul style="list-style-type: none"> Being adhered to by the sub-committees Reviewed and updated throughout the annual membership offerings cycle accordingly Approve annual budget and fees <ul style="list-style-type: none"> Ensuring fiscal sustainability for the longevity of the association Approve new proposals and initiatives over \$5000.00 Identify and solve gaps, risks, and red flags The final court of appeal: <ul style="list-style-type: none"> Resolve differences of opinion Host wrap-up meeting immediately following Complete annual Lessons Learned within 30 days following the annual membership offerings (March Meetings) Voting members will have the right to exercise one vote or abstain from voting in all proposals and elections Meet in quorum once a month Select, support, and evaluate IPEIA's professional services and other contractors. Review and protect the mission of IPEIA, this will include an annual review of the mission statement Present and support ideas in the best interest of IPEIA Coordinate the IPEIA sub-committee committee efforts Ensure financial solvency of IPEIA by overseeing fiscal management by the finance committee Address and resolve differences of opinion within IPEIA the committee is the final court of appeal Self-assess periodically. <p>All committee members accept individual responsibility for the following while outside of committee meetings:</p> <ul style="list-style-type: none"> Serve as ambassadors for IPEIA Provide support to those helping make IPEIA a success Bring feedback to the Steering Committee <p>This section provides direction and identifies the expectations of those individuals accepting appointments to the IPEIA Steering Committee. It deals with the expectations of the individuals and the committee as a whole. Also covered are the rights of committee members.</p>
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		included -promo code will be provided to register for the IPEIA annual membership offerings only for the cycle the member is on Steering Committee	
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Role	Overview	Criteria/Term/Fees	Responsibilities / Expectations
SUB-COMMITTEES	To facilitate the execution of the IPEIA annual membership offerings the Steering Committee may be required from time to time to establish ad hoc committees to address specific short-term issues. Ad hoc committees will be charged with a mandate and a specified timeframe by the Steering Committee at the time of their formation. Should any ad hoc committee or its chair fail to execute its mandate as determined by the Steering Committee then the Steering Committee has the right, and duty, to take whatever action necessary including dismissal of the chair and any or all committee members to ensure the mandate is completed successfully.	Commitment: 1-2 years min Membership Fees: <ul style="list-style-type: none"> Chair only included - promo code will be provided to register for the IPEIA annual membership offerings only for the cycle the member is on Steering Committee Not included for all other members 	<ul style="list-style-type: none"> Review Past Chairs Lessons Learned Participate in a minimum of 80% of monthly meetings Complete assigned deliverables/tasks Support and fill volunteer roles at onsite hosted events
Sub-Committee Chair (approx. 24-32hrs month)	A sub-committee committee chair is also a member of the Steering Committee and is bound by all the governing principles, responsibilities, rights, and expectations as defined in the protocols.	Commitment: 1-2 years min (excluding Advisory Committee) Membership Fees: <ul style="list-style-type: none"> included -promo code will be provided to register for the IPEIA annual membership offerings only for the cycle the member is on Steering Committee 	<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 Protocols <ul style="list-style-type: none"> Review Roles and Responsibilities for assigned committee Confirm Vice Chair Confirm Committee Members Review Roles and Responsibilities Onboard new volunteers Collect Bio's, pictures, and contact information Create a committee contact list Schedule monthly meetings (coordinate with IPEIA Admin) <ul style="list-style-type: none"> Set up monthly meeting agendas a minimum of 48 hours in advance and submit them to IPEIA Admin Ensure all decisions are recorded, as well as dissenting opinions

			<ul style="list-style-type: none"> • Develop and manage budget • Develop and manage deliverables/tasks <ul style="list-style-type: none"> • Propose any net new recommendations/projects • Lead/Sponsor any approved projects • Approve invoices • Attend and provide status updates for Steer Co <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 • If unable to attend assign delegation to Vice Chair • Provide leadership <ul style="list-style-type: none"> • Manage and guide the committee • Report risks and red flags • Provide support and coaching to committee members • Coordinate committee members to provide onsite hosted events support • Participate and provide annual membership offerings cycle lessons learned within 30 days following the end of the membership cycle (March Meetings) • Act as a spokesperson for the sub-committee committee at all Steering Committee meetings and ensure all sub-committee committee work is approved • 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-committee committee's work, and ensuring all sub-committee committee members are treated with respect. • Advise the Steering Committee of any sub-committees they form. • Ensure records are provided to IPEIA Manager/administrator for safekeeping.
Sub-Committee Vice Chair <i>(approx. 16-24hrs month)</i>	Sub-committee Vice Chair is positioned to be the “backup” to the sub-committee chair and will assume their responsibilities when required. They report to their respective committee chair, attend committee meetings and support their mandate as much as possible. All work on behalf of IPEIA must be carried out ethically.	Commitment: 1-2 years min (to allow a transition to Chair) Membership Fees: <ul style="list-style-type: none"> • Not included 	<ul style="list-style-type: none"> • Attend all Sub-Committee meetings • Communication Liaison: create messaging for email and social media blasts, upkeep respective website pages • Provide support to Chair including any delegated responsibilities assigned and agreed to • Attend Steering Committee Meetings as an observer only (unless delegated to fulfill the sub-committee chairs' position in their absence) • Transition to sub-committee chair position within 3 years.
Sub-Committee Team Member <i>(approx. 8-12hrs month)</i>	Sub-committee members are required to report to their respective committee chairs, attend committee meetings, and support the mandate as much as possible. All work on behalf of IPEIA must be carried out ethically.	Commitment: 1-year minimum Membership Fees: <ul style="list-style-type: none"> • Not included 	<ul style="list-style-type: none"> • Develop and coordinate sub-task group meetings (ie. Sponsorship Lead committee meetings or Program Student Poster sub-group) • Contribute to the creation of the deliverables/tasks • Provide feedback, ideas, solutions, and recommendations to sub-committee chairs

	Members co-opted onto Sub-Committees shall have voting rights within the sub-committee committee they are co-opted to. Co-opted sub-committee committee members do not sit on the Steering Committee except by invitation and do not have voting rights on the Steering Committee.		
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Operations Coordinator <i>(contracted 85hrs per month)</i>	Oversight and coordination of all administrative tasks and assist the IPEIA Manager on the day-to-day requirements for managing the association and building the membership offerings.	Criteria: <ul style="list-style-type: none"> Professional Coordinator services Consultant Contracted 	<ul style="list-style-type: none"> Supervision/delegation of tasks/training and support for IPEIA Administrative Assistant. Coordinator/Producer for all webinar offerings: <ul style="list-style-type: none"> Schedule all webinars and trials Provide support and training for webinar presenters Prepare all webinar materials Produce webinar with the Chair of the committee hosting the webinar Review all attendees of webinars to keep exclusive to IPEIA members only Create and upload all webinar reports Manage all webinar communications (external and internal) Oversight for all Committee Monthly Meetings to be properly set up, recorded and managed by the Administrative Assistant. Note: Admin Assistant and Operations Coordinator do not have to attend the meetings but the meetings must be set up for the Committee Chairs to manage monthly. Back up to IPEIA Manager for all Industry Groups back up support for quarterly meetings Membership Tracking Financial reporting support / invoicing coordination with IPEIA's bookkeeper All other tasks for meeting coordination as noted above Coordinator for: <ul style="list-style-type: none"> Coordinator for IPEIA document management tool – MS TEAMS Distribution lists and committee contact lists for IPEIA and all Industry Groups Updates for IPEIA's website – coordinated through our creative house Sponsorship and Exhibition tracking/reporting Support IPEIA's Marketing & Communication Backup resource trained on all of IPEIA's social media platforms Conference Coordination Support
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			<ul style="list-style-type: none"> • Provide assistance as directed for specific conference related tasks • On-site support during the week of the conference as required • Annual Membership Offerings <ul style="list-style-type: none"> • as assigned by IPEIA's Snr. Advisor & Manager • Other duties and tasks will be assigned by IPEIA Snr Advisor & Manager.
Administrative Assistant <i>(contracted 85hrs per month)</i>	Provide administrative services to assist the Operations Coordinator on the day to day requirements for managing the association and building the conference & exhibition	Criteria: <ul style="list-style-type: none"> • Professional Admin services Consultant • Contracted 	<ul style="list-style-type: none"> • Support for all Committee Monthly Meetings (do not have to attend these meetings, set up only) • Meeting coordination (scheduling, high-level meeting minutes focused on decisions, actions and risks being logged) <ul style="list-style-type: none"> • Manage all meeting recordings from MS TEAM • Room scheduling and catering as required for in-person meetings • Committees and Industry Groups to be supported: <ul style="list-style-type: none"> ○ Steering Committee ○ Sub-Committees: ○ Program ○ Membership/Public Relations ○ Education ○ Special Sessions ○ Finance ○ Advisory • Coordinator for IPEIA document management tool – MS TEAMS: <ul style="list-style-type: none"> ○ Maintain TEAMS – access, chats, training, etc. • IPEIA Committee member tracking: sending new protocol forms to new committee members (including collection and tracking), updating tracking with new committee member information, forwarding updates for website • Update distribution lists and committee contact lists for IPEIA and all Industry Groups • Sponsorship (Corporate and Conference): <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 ○ Provide support and training for webinar producer as needed • Conference Administration Support • Provide assistance as directed for specific conference related tasks • On-site support during the week of the conference as required • Other duties and tasks will be assigned by IPEIA's Operations Coordinator

Bookkeeper (contracted 50hrs per month)	Provide bookkeeping and accounting services leveraging recommended industry best practices and tools. Offer continuous ways to improve IPEIA's process and reporting to allow for timely decision making and strategic planning.	Criteria: <ul style="list-style-type: none"> Professional Accounting Consultant Contracted 	<ul style="list-style-type: none"> Provide financial reporting 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 Arranges all EFT setup with vendors and services providers Creates all EFT releases and communicates approval required by Finance Chair and IPEIA Manager Ensures all security and governance measures are taken to protect IPEIA (ie: all financial transactions requiring approvals are documented and filed for audit tracking) Provide general bookkeeping and accounting preparations for all required documentation for Year End meeting with IPEIA's Accountant. Maintain MS Teams and Distribution Lists for IGs
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Role	Overview	Criteria/Term/Fees	Responsibilities / Expectations
Ad-hoc Committee Chair	As the ad hoc committee chair is also a member of the Steering Committee that individual is bound by all the governing principles, responsibilities, rights, and expectations as defined in protocols.	Commitment: To be determined based on the initiative Membership Fees: <ul style="list-style-type: none"> included -promo code will be provided to register for the IPEIA annual membership offerings only for the cycle the member is on Steering Committee 	<ul style="list-style-type: none"> Call all ad hoc committee meetings Approve all ad hoc committee meeting agendas and chair meetings Ensure all decisions are recorded, as well as dissenting opinions Act as a spokesperson for the ad hoc committee at all Steering Committee meetings and ensure all ad hoc committee work is approved Provide leadership by defining objectives, laying out the mandated responsibility to members, being a supporter of the efforts of others as they relate to the ad hoc committee's work, and ensuring all ad hoc committee members are treated with respect. Ensure records are provided to the IPEIA Manager/administrator for safekeeping.
Ad-hoc Committee Team Member	<p>Sub-committee members are required to report to their respective committee chairs, attend committee meetings, and support the mandate as much as possible. All work on behalf of IPEIA must be carried out ethically.</p> <p>Members co-opted onto Sub-Committees shall have voting rights within the sub-committee committee</p>	Commitment: To be determined based on the initiative Membership Fees: <ul style="list-style-type: none"> Not included 	<ul style="list-style-type: none"> Participate in a minimum of 80% of monthly meetings Complete assigned deliverables/tasks

	they are co-opted to. Co-opted sub-committee committee members do not sit on the Steering Committee except by invitation and do not have voting rights on the Steering Committee.		
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Role	Overview	Criteria/Term/Fees	Responsibilities / Expectations
MEMBER EMERITUS (ME)	<p>There are long-serving volunteers, Steering Committee, Executive Committee members, and others who have contributed to the success of IPEIA who should be recognized as Members Emeritus after their active involvement in IPEIA ceases. IPEIA recognizes the value of their historical and continued contribution, participation, and mentoring as well as their association with IPEIA after they step down from committee work.</p> <p>Member Emeritus status may be also granted, at the discretion of the Steering Committee, to a person who has not been a Steering Committee or Executive Member but has significantly promoted, contributed, and participated in IPEIA for at least 10 years.</p> <p>It is recommended that a short ceremony be held during the conference (when available) at a suitable time to introduce the new Member Emeritus to delegates. A member of the Steering Committee, the individual who nominated the ME, or another individual should provide the introduction. Sufficient time should be allowed for the new ME to speak if they choose to.</p> <p>The IPEIA Web Site will have a section listing the Members Emeritus and a</p>	<p>Criteria:</p> <ul style="list-style-type: none"> Member Emeritus may be bestowed on a person who has made a significant contribution to IPEIA over at least 10 years, including 2 years on the Steering Committee. Long-standing member who made a significant long-term impact through their service to IPEIA Nominated by any IPEIA Member Reviewed by Advisory/Member Emeritus Elected by Steering Committee Voting to be completed at Meeting #7 (September) <p>Commitment: Indefinite status</p> <p>Membership Fees:</p> <ul style="list-style-type: none"> included -promo code will be provided to register for the IPEIA 	<ul style="list-style-type: none"> Members Emeritus cannot be nominated for continued Steering Committee membership except in a non-voting advisory capacity Members Emeritus may volunteer and participate on sub committees in non-Chair capacities. Are invited to be Advisory Committee members who meet quarterly for updates and provide input/guidance for consideration through the Advisory Committee Chair

	Biography and/or Chronology of their involvement and contribution to IPEIA.	annual membership offerings only for the cycle the member is on Steering Committee <ul style="list-style-type: none"> • Delegate fees will be waived at future conferences 	
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Miscellaneous

All Sub-Committees will have a Chair, a Vice-Chair, and at least two other committee members. The Sub-Committee Chair and Vice-Chair shall be members of the Steering Committee. If the Steering Committee selects a person as Sub-Committee Chair who is not a member of the Steering Committee, that individual then automatically becomes a member of the Steering Committee for the duration of his/her Sub-Committee Chair assignment. A Sub-Committee Vice-Chair has a preferred minimum term of two years before taking the role of a Sub-Committee Chair and full Steering Committee member. The Steering Committee is to make all reasonable efforts to select Sub-Committee Chairs at Meeting #1 and if unable to do so, a member of the Executive Committee shall assume the Chair position until one can be found. It is up to the newly appointed Sub-Committee Chair, regardless if either permanent or temporary to recruit and select all other committee members to serve on the Sub-Committee committee. Sub-Committee Vice-Chairs also sit on the Steering Committee as observers. They are the Sub-Committee Chair's delegate and represent their committee in the absence of their Chair. Only as a delegate they will have a voice and vote. The Chair of each Sub-Committee has the responsibility to maintain the coordination and administration of the committee, including all proposals, minutes, decisions, and action logs, and ensures the accuracy of their committee members set up on their MS Team and invited to all meetings. Sub-Committee Chairs will coordinate the initial setup and ongoing changes of their committee members on their MS Team and the meeting rhythms through the IPEIA Manager.



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 3

FINANCIAL SIGNING AUTHORITY

Revision: 0

Date: July 26, 2022

Revised By: Mark Stonehouse

Introduction

The following Executive Committee Members shall be arranged to have financial signing authority on behalf of IPEIA:

Item	Limit	Decision	Authority to Approve
Accounts Payables – expenses	\$1,000	Finance Committee Chair	Two to sign <ul style="list-style-type: none"> Steering Committee Chair Steering Committee First Vice-Chair Finance Committee Chair IPEIA Manager Past Committee Chair (if required)
Accounts Payables-routine expenses	\$1,000 - \$5,000	Executives	Two to sign <ul style="list-style-type: none"> Steering Committee Chair Steering Committee First Vice-Chair Finance Committee Chair IPEIA Manager Past Committee Chair (if required)
Securing professional consulting services contracts as needed.	As per the approved budget	Executives	Two to sign <ul style="list-style-type: none"> Steering Committee Chair Steering Committee First Vice-Chair Finance Committee Chair IPEIA Manager Past Committee Chair (if required)
Accounts Payables-routine expenses	\$5,000+	Steering Committee – <i>(documented vote) must be tabled and voted on at a regular or special Steering Committee meeting. The last could be arranged as an email vote if time constraints dictate, the result to be tabled and recorded in the minutes at the next Steering Committee meeting.</i>	Two to sign <ul style="list-style-type: none"> Steering Committee Chair Steering Committee First Vice-Chair Finance Committee Chair IPEIA Manager Past Committee Chair (if required)
For financial agreements, facility host, and personnel contracts		<ul style="list-style-type: none"> Steering Committee Chair Steering Committee Vice-Chair Finance Committee Chair Past Committee Chair (if required) 	<ul style="list-style-type: none"> Steering Committee Chair Steering Committee First Vice-Chair Finance Committee Chair Past Committee Chair (if required)



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 4

CODE OF CONDUCT

Revision: 2

Date: July 5, 2023

Revised By; Christi Marcine & Trent Tarleton

Introduction

IPEIA requires that persons engaging with the association do so with a spirit of curiosity, friendliness, professionalism, and respect. The purpose of this Code of Conduct is to ensure a safe and respectful environment for all persons engaging with IPEIA. IPEIA will not tolerate unacceptable behaviors such as violence, unprofessional conduct, harassment, or bullying.

Expected Behavior

- Treat all IPEIA delegates, volunteers, venue, and support staff with professionalism, equality, respect, dignity, and compassion
- Respect the rules and policies set out by IPEIA, the venue, and platform
- Refrain from illegal acts, bringing illegal substances or prohibited items to in-person events
- Comply with the IPEIA Code of Conduct

IPEIA Guiding Behaviors

Being part of and volunteering for IPEIA means: To give your time to strengthen your community and improve the industry, others, and yourself.

- Be clear about and understand expectations, roles and responsibilities, and time commitments.
 - Appreciate (or recognize) what you are contributing and the benefits you are getting from your involvement.
- Be accountable and meet your commitments.
 - Do what you say you're going to do.
 - Show up and be present.
 - Find a way/solution and ask for help if you can't meet your commitments.
- Be realistic.
 - Know your limitations and ask for help if you cannot meet your commitments.
 - Develop manageable deliverables and actions.
 - Find achievable solutions
- Recognize IPEIA must run as a business to strive.
 - Have the best interests of IPEIA at heart when making decision and representing IPEIA
 - Prioritize and focus actions and ideas to align with IPEIA goals and objectives.
- Collaborate and work together as one team.
 - Be involved and contribute.
 - Come prepared with a generous spirit.
 - Ask if you require clarification
- Recognize and acknowledge the contribution of others.
 - Be kind, open and honest, ask for input, and listen to understand.
 - Respect each other's time and ideas.
 - Acknowledge that everyone has something to contribute.

Unacceptable Behavior

- Verbal harassment, or written comments that can intimidate, or interfere with a person's participation
- Sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, inappropriate physical contact
- Acts of discrimination based on race, gender, ethnicity, religion, sexual orientation, age, physical impairment, or other characteristics
- Physical violence: the exercise of physical force, or an attempt to exercise physical force
- Behaviors intended to intimidate, offend, degrade, or humiliate a person or group of persons
- Assertion of power through aggressive behaviors
- Disruptive behavior: behavior that disturbs, interferes with, or prevents normal functions of the organization
- Threatening behavior includes verbal or written threats, physical actions short of actual contact
- Abuse of power
- Invasion of privacy

Reporting an Incident

If, while engaging with IPEIA, you have been involved in or have witnessed an incident that violates the IPEIA Code of Conduct, please contact IPEIA's Manager manager@ipeia.com. IPEIA may request sufficient information in order to perform a thorough investigation of the incident.

Disciplinary Actions

All Disciplinary Actions and investigations will be conducted and overseen by the IPIA Executive Committee. The Executive Committee, at its sole discretion, might delegate all or some of these tasks as may be required. Disciplinary Actions might be reported to the Steering Committee at the sole discretion of the Executive.

IPEIA will investigate all reported Code of Conduct complaints with discretion and confidentiality. IPEIA reserves the right to impose discipline based on the severity and impact of the incident. Disciplinary actions may include:

- Warning (verbal and/or written)
- Removal from an event
- A prohibition from attending future events without a refund
- Membership cancellation without a refund
- Legal action



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 5

IMPARTIALITY & CONFLICTS OF INTEREST

Revision: 0

Date: July 25, 2022

Revised By: Mark Stonehouse

Introduction

It is the policy of IPEIA to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, all volunteers and independent contractors must avoid activities that are in conflict, or give the appearance of being in conflict, with these principles and with the interests of IPEIA.

The following items are potentially compromising or harmful situations that must be avoided. Any exceptions must be reported to the IPEIA Chair and written approval for continuation must be obtained from the Steering Committee.

General Conduct

- Engaging in conduct that is not in the best interest of IPEIA
- See IPEIA's Code of Conduct for more details

Confidential Information

- Revealing confidential information to outsiders or misusing confidential information
- Unauthorized divulging of information, whether or not for personal gain and whether or not harm to IPEIA is intended or occurs

Gifts

- Accepting or offering gifts, entertainment, favours, or payments that may be deemed to constitute undue influence or otherwise be improper or embarrassing to IPEIA
- Determination of what exceeds this policy shall be made by the IPEIA Chair and may be appealed first to the Executive Committee and subsequently to the Steering Committee

Personal Relationships

- Initiating or approving personnel actions affecting reward or punishment of employees, applicants, or members where there is a family relationship or is, or appears to be, a close personal or social involvement

Borrowing and Lending

- Borrowing money from or lending to employees, members, customers, or suppliers

Property

- Improperly using or authorizing the use of any property of IPEIA, or any property that is owned by another person or entity

Foreign Payments

- Making any unlawful agreement, with or without payment, to any domestic or foreign government official or corporate representative

Reporting an Incident

If, while at any IPEIA hosted event, you have been involved or have witnessed an incident that violates this Impartiality and Conflicts of Interest policy, please contact IPEIA's Manager manager@ipeia.com or advise any committee member immediately. IPEIA will request sufficient information to perform a thorough investigation of the incident.

Disciplinary Actions

IPEIA will investigate all Conflicts of Interest incident violations reported with discretion and confidentiality. IPEIA reserved the right to impose discipline based on the severity and impact of the incident. Disciplinary actions may include: warnings (both verbal and written), immediate removal from the hosted event, prohibition from attending future events, cancellation of the membership of the person without refund, or pursuit of legal action.

Steering Committee

- Steering Committee members shall not hold supply contracts (employment) with IPEIA during their term of office
- Steering Committee Members shall not use their position to apply undue influence or create a conflict of interest when acting as an officer or a voting member of a committee or participating in activities of committees in which they are not members

Educational Offerings

- Educational offerings from IPEIA may include conference programming, webinars, Codes Course (Beginner and Advanced Series), or other offerings for the purpose of education
- IPEIA provides these educational offerings for informational purposes only and to share knowledge within the pressure equipment integrity industry, in accordance with the IPEIA mandate
- The educational offerings provided by IPEIA are not intended to replace formal training certifications, diplomas, degrees, or any other formal training offered by an accredited training provider or institution
- Certificates of Attendance are provided for most of IPEIA's educational offerings. IPEIA does not offer continuing professional development (CPD) hours, or similar, although some certification bodies may accept IPEIA educational offerings for their continuing education requirements. IPEIA recommends the individual reach out to the applicable certification body directly to determine whether IPEIA educational offerings may be used for CPD hours, or equivalent.

Association Fund Expenditures

Members responsible for fiduciary responsibility of oversight (i.e. knowledge of budgets) are prohibited from submitting contractual work bids on behalf of:

- Themselves
- Immediate family members or their relatives
- Their employer
- Their own company which they may own or have an ownership interest in
- Any arms-length company or affiliation of related business interests relative to the contract in question



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 6

VOLUNTEER CODE OF CONDUCT SIGN-OFF FORM

Revision: 0

Date: August 3, 2022

Revised By: Josh Brewster

Introduction

IPEIA would not be successful without the support of volunteers. Volunteering is a great way to network while getting a behind-the-scenes look at the planning and earning volunteering hours. Volunteering with IPEIA comes in many different forms and time commitments. Volunteers represent IPEIA. As such, volunteers are expected to be punctual, respectful, and helpful throughout their commitment. We appreciate your willingness to help make IPEIA a success!

Instructions

Please read the IPEIA Code of Conduct. Please provide any questions that you have to your Sub-Committee Chair or Vice-Chair before signing this form. Please sign and return this page to admin@ipeia.com.

Date: _____

By (Print): _____

By (Sign): _____

By signing this document, I acknowledge that I have read, understand, and agree to the expectations and disciplinary actions defined in the IPEIA Code of Conduct.



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 6

VOLUNTEER CODE OF CONDUCT SIGN-OFF FORM

Revision: 0

Date: August 3, 2022

Revised By: Josh Brewster

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By (Print): _____

By (Sign): _____

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INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 7

PROGRESSIVE COMPLAINTS PROCESS

Revision: 0

Date: May 10, 2022

Revised By: Josh Brewster

Introduction

Although IPEIA makes every effort possible to ensure all stakeholders are treated fairly and consistently, we recognize that in some circumstances, individuals may require further clarification regarding a practice or decision. IPEIA is committed to handle complaints fairly, efficiently, and effectively. This Section provides guidance to our volunteers who may receive a complaint from an IPEIA stakeholder. This section applies to all IPEIA stakeholders, including delegates, exhibitors, presenters, volunteers, and contractors.

IPEIA expects volunteers at all levels to be committed to fair, effective and efficient complaint handling. We are committed to seeking and receiving feedback and complaints about our services, systems, practices, procedures, products and complaint handling. Any concerns raised in feedback or complaints will be dealt with within a reasonable time frame.

IPEIA is committed to:

- Facilitating complaints
- Acknowledging and responding to complaints
- Managing and resolving complaints

Stakeholders making complaints will be:

- Provided with information about our complaint handling process and how to access it
- Listened to, treated with respect by volunteers, and actively involved in the complaint process where possible and appropriate
- Provided with reasons for our decision(s) and any options for redress or review

Complaints Process and Timeline

IPEIA employs progressive steps in administering complaints. The choice of which step(s) to take is determined by the nature and gravity of each incident or set of circumstances. In the event that an IPEIA stakeholder does not agree with, or would like clarification regarding a practice or decision, that stakeholder shall first contact the IPEIA Sub-Committee Chair or Vice-Chair responsible for the area of concern. If the contact information for the Sub-Committee Chair or Vice-Chair is not available, the stakeholder shall contact admin@ipeia.com to obtain the appropriate contact information.

The IPEIA administrative account will respond to the inquiry within ten business days. Stakeholders are to direct their complaints directly to the applicable Sub-Committee Chair or Vice-Chair. The applicable Sub-Committee Chair or Vice-Chair will review the complaint and may seek further clarification. The Sub-Committee Chair or Vice-Chair will respond to the initial complaint and any subsequent communications in writing within ten business days.

If the stakeholder is not satisfied with the written response from the Sub-Committee Chair or Vice-Chair, they have the right to appeal the decision within ten business days. The appeal must be made in writing to IPEIA's Chair or Vice-Chair and must include the specific rationale for the appeal. The IPEIA Chair or Vice-Chair will consult with their counterpart, as well as the IPEIA Executive Committee. The IPEIA Chair or Vice-Chair will respond to the appeal in writing within ten business days. This decision is final and binding.



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 8

EXHIBITION

Revision: 1

Date: February 15, 2023

Revised By: Mark Stonehouse

Introduction

The International Pressure Equipment Integrity Association (“IPEIA”) provides an Exhibition in conjunction with the Annual Conference in Jasper Alberta to which a booth space is provided to an exhibitor. IPEIA strategically predetermined the number of single, double and triple booths that would be made available at its annual conference. Historically there have been more exhibitors than available spaces. We are also cognizant that without delegates, there will be no exhibition. Delegates tell IPEIA that they want to see the innovative solutions and new technologies that exhibitors have to present. They also want to see which new companies are entering the market. To ensure the conference meets delegate demands we are maintaining the ratio of single to larger booths. This balanced policy is intended to keep delegates engaged and ensure they attend the exhibition each year. Delegates are the heart of the conference and there would be no exhibition without their support.

Booth/Exhibitor Selection

IPEIA has the sole right to decide the eligibility of a company, or its products, for inclusion in the show. Final space allocation of an exhibitor will be made by IPEIA. IPEIA endeavors to provide exhibitors with their location of first choice, but reserves the right to make reasonable reallocations of booth spaces. Booth space will be assigned at the discretion of the Exhibition Committee on the First Right of Refusal “FROR” process as follows:

- Exhibitors have the opportunity to select their booth for the following year’s Annual Exhibition at the current year’s price and the exhibitor will have from the last day of the exhibition until at least two weeks to secure the booth space at this price. The priority will be that the exhibitor has the right to keep the current location.
- Within a reasonable time after the Annual Conference, IPEIA will set a date for the previous conference and exhibition exhibitors and sponsors that qualify to secure a booth. The time and date will be communicated to the qualified stakeholders a minimum of two weeks before the opening of the stage. During this stage, Exhibitors that have previously renewed can also change their booth location to an un-reserved booth. Past Exhibitors are not guaranteed a booth during FROR as this opportunity is also available to all past IPEIA Sponsors
- After sufficient time has been given to the stakeholders to obtain a booth, any remaining booths will be offered to new exhibitors on a first come, first served basis.

The dates and “sufficient time” shall be determined by the Exhibition Committee understanding that there should be 30-90 days between each phase. Companies are only eligible to purchase one booth (it may be a single, double or a triple) but ONLY ONE BOOTH per company. This maintains the integrity of IPEIA’s strategy to have as many different exhibitors as possible for our delegates’ experience.

Booths cannot be resold/rented/leased/given away by exhibitors to another exhibitor. It is expected that any new entity that wishes to obtain a booth at the Annual IPEIA Exhibition be related to the pressure equipment and integrity field.

Exhibit Appearance Code

All exposed parts of the display, or booth object must be covered in such a manner so as not to be unsightly to neighboring exhibitors. Specially built displays in variance with the exhibition service provider’s (GES) published regulations must be submitted to IPEIA for prior approval. Equipment on display shall not take up more than 70% of exhibit floor space nor obstruct the view of a neighboring booth. All Booths and materials must be within the confines of the allotted booth space as defined in these Terms and Conditions and must NOT block or impede access Fire Exits or Extinguishers.

Exhibit Operations Restrictions

- Signage involving the use of neon or similar gases is prohibited. Wording on all signs in an exhibitor's booth will be of a nature that is not offensive or gaudy. IPEIA has the right to the removal of such signage that fails to meet the guidelines.
- The venue does not allow anything to be nailed, posted or otherwise attached to the venue's walls
- Booth representatives must be dressed in a professional, although casual, manner appropriate for the venue
- Personnel recruitment displays of any nature shall not be permitted
- Music and any other sound generating equipment must be operated at levels so as not to be disturbing to other exhibitors and conference attendees
- Excessive noise or activity obstructions will not be allowed during the show
- Objectionable odors will not be allowed
- Games of chance, lotteries, contest and carnival type activities and other sideshow type events will not be permitted without prior written approval from IPEIA. Booth draws are acceptable
- Demonstrations and all other sales activities must be confined to the limits of an exhibitor's booth. Distribution of samples, literature and souvenirs will also be confined to the exhibitor's booth
- No outside food or drinks are permitted without Prior written approval from IPEIA and a subject to the regulations of the facility

Facility Care

The exhibitor is liable for any damage caused to building, floors, walls and to standard booth equipment or other exhibitors' property by exhibitors' staff actions.

Safety Regulations

The exhibitor assumes all responsibility for compliance with all ordinances, regulations and codes of duly authorized local, provincial and federal governing bodies concerning fire, safety, health and environmental requirements.

- Booth decorations must be flameproof
- Hanging materials must clear the floor
- Electrical wiring must conform to all National Electrical Code Safety Rules

Any exhibitor's failure or noncompliance on any mandated safety item will result in the need to dismantle that item and remove it from the premises as the exhibitor's expense.

Dates and times for installation, exhibiting and dismantling shall be specified by IPEIA. Exhibitors shall be liable for all storage and handling charges associated with the failure to comply within the time frames specified. Booths and exhibit materials MUST be fully set up prior to show opening on the first day and during the scheduled move in/out times and MUST NOT be dismantled or removed before the official show closing as per the exhibition schedule and service provider's written manual. Any Exhibitor found dismantling, moving or disassembling of booths before the move out time may lose the privilege of priority registration for future IPEIA exhibitions. Move In and Move Out schedule will be communicated to confirmed Exhibitors.

Removal of the material will be in compliance with all municipal, provincial and federal government regulations, as well as facilities and show management guidelines. Exhibitors dropping off or picking up their display materials MUST adhere to the venue's and/or provincial regulations such as restricted parking areas. Show management, GES, can provide assistance regarding the shipping out of materials, particularly cross-border. GES will be available to provide information and forms as required.

Exhibitor and its representatives agree to abide by the IPEIA code of conduct and policies. IPEIA, in its sole and absolute discretion, may withdraw its consent at any time, in which event exhibitor shall terminate any activity not deemed appropriate by IPEIA immediately. Distribution of pamphlets, brochures or any advertising matter must be confined to the exhibit space. Exhibitors are prohibited from bringing alcoholic beverages into IPEIA conference and exhibition area. Exhibitor shall refrain from any action that will distract attendees from attendance at the exposition during open hours.

Occupancy Default

It is understood and agreed by the exhibitor that in the event any exhibitor fails to install its products in the contracted for space by the end of the allotted "Move In" time or fails to pay space rental costs at the time of registration, or fails to comply with any other terms and conditions concerning the use of this space, IPEIA will have the right to take possession of said space for such purposes as it sees fit. The exhibitor in the

event this action is taken will be held liable for the full rental price of said space, as well as any additional costs associated with the display and set-up of the vacant space.

Contact Information

The exhibitor assumes all responsibility to provide IPEIA with their updated contact information should any personal change. Each booth space allows for two (2) booth personnel for a single booth, three (3) booth personal for a double booth and four (4) for a triple booth. Every individual booth personal is required to be registered individually. IPEIA is not responsible for any missed communications due to incorrect contact information or other reasons outside of IPEIA control.

IPEIA has the right to deny any person, group, or organization access to a booth or the exhibition if deemed un-related to IPEIA's mandate. IPEIA reserves the right to make changes to the exhibition venue location, layout, and the number of booths. IPEIA will attempt to contact the affected exhibitors to explain the change and provide the options that may be available. If the contact for the exhibitor cannot be contacted or does not respond within a reasonable amount of time IPEIA will make the decisions without the input from the exhibitor. Any person, company, or group that exhibits at the Annual IPEIA Conference and Exhibition or any member of the exhibiting organization must adhere to the IPEIA Code of Conduct at all times.



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

MANDATORY APPENDIX 9

VOLUNTEER PROTOCOLS & MANDATORY APPENDIX SIGN-OFF FORM

Revision: 0

Date: March 17, 2023

Revised By:

Introduction

The purpose of the Protocol is to communicate the association's values, philosophy, and culture. A change to the Protocol document requires a successful vote from The International Pressure Equipment Integrity Association (IPEIA) Steering Committee.

Mandatory Appendix documents are to be considered part of the protocol and are critical to the operation and goals of IPEIA (financial implications, roles, and responsibilities, code of conduct, etc.) A change to a Mandatory Appendix document requires a successful vote from the IPEIA Steering Committee, unless the change is editorial.

Non-Mandatory Appendix documents provide general information that would not generally be a part of the protocol and are added only for purposes of clarification, illustration, example, and general information (meeting guidelines, volunteer onboarding form, and annual webinar schedule). A change to a Non-Mandatory Appendix document requires the approval of either the IPEIA Steering Committee Chair or Vice-Chair.

Instructions

Please read the IPEIA Protocols, Mandatory, and Non-Mandatory Appendix documents. Please provide any questions that you have to your Sub-Committee Chair or Vice-Chair before signing this form. Please sign and return this page to admin@ipeia.com.

Date: _____

Full Name (Print): _____

Contact Email address, to be used by IPEIA: _____

Signature: _____

By signing this document, I acknowledge that I have read, understand, and agree to the expectations and disciplinary actions defined in the IPEIA Protocols and Mandatory Appendix documents.



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

NON-MANDATORY APPENDIX A

CODE OF CONDUCT

Revision: 0

Date: August 2, 2022

Revised By: Mark Stonehouse

Steering Committee Meeting Guidelines

The Steering Committee Chair or Vice-Chair will call all steering committee meetings with formal notification of time and location by the IPEIA Manager/Administrator. Meeting documentation will include (as applicable):

- Agenda
- Minutes (see below for items to be provided 48 hours in advance of meeting):
 - Critical discussion points (red flags)
 - Financial Report – provided by Finance Committee Chair
 - Proposals – provided as needed by any SC member requiring a vote/decision at Steering Committee Meeting*
 - **depending on urgency for decision, at times, an email vote may be called by the Steering Committee Chair*
- Action Items
- Decision Logs
- Financial Report – provided by Finance Committee Chair 48 hours in advance
- Supporting Meeting Documentation (as needed)
- In-person meetings shall occur every other month and members strongly encourage to attend in person and virtual meetings will be offered for the other months
- Formal decisions will be made by the Steering Committee during the steering committee meeting (proposals to be sent 48 hours prior to meeting for review). In the event of a tie vote (if quorum is met), the Steering Committee Chair will have an additional casting vote.
- The Steering Committee may request a member of the public at large to participate in a meeting so they can provide relevant information, material, or knowledge to the Steering Committee. These parties do not have voting rights.
- Conflicts of Interest should be declared to the Steering Committee Chair as soon as the member becomes aware of them. It will then be determined how best to manage the situation (ie: member should depart room and abstain from voting, etc).

The planned steering committee meetings will be in accordance with the following schedule. It is the responsibility of the Steering Committee Chair or Vice-Chair to select a date within the identified time frames which satisfies the availability of the largest number of Steering Committee Members. It is the responsibility of each Steering Committee Member to make all reasonable efforts to attend (should attend a minimum of 80% of meetings). A Steering Committee Member may call an additional meeting, as long as the individual has the endorsement of one or more IPEIA Executives. As a guideline, each meeting should target constant timing such as, for example, the third Monday of the month (statutory holidays excluded). The location of the meetings is to be determined by the steering committee and are typically sponsored locations at a committee member's place of employment.

Sub-Committee Meeting Guidelines

Sub-committee meetings are to be held monthly (re-occurring), preference to hold meeting preferably 2nd week of the month (week prior to Steering Committee meetings). This allows for the most up to date information to be reported to the Steering Committee for support, celebration and guidance to take back to the sub-committee team members. The sub-committee chair will call all sub-committee meetings with formal notification of time and location by IPEIA Manager/Administrator. Meeting documentation will include and it is the Sub-Committee Chair responsibility to ensure that the following are prepared and/or completed:

- Agenda
- Minutes:

- Status Updates
- Action Items
- Decision Logs
- Supporting Meeting Documentation (as needed)

It is the responsibility of the Sub-Committee chair to select a date within the identified timeframes, which satisfies the availability of the largest number of committee members. It is the sub-committee team member's responsibility to make all reasonable effort to attend (must attend a minimum of 80% of meetings). A Sub-Committee Member may call an additional meeting, as long as the individual has the endorsement of the Sub-Committee Chair or Vice-Chair.

Steering Committee Meeting Schedule Guideline

Meeting Number	Time Frame	Key Agenda Items
Meeting #1 (First meeting for annual membership offerings, start of next planning year)	March	<ul style="list-style-type: none"> • Review membership offerings feedback • Review of annual membership offerings, including preliminary P&L • Review Mission Statement • Plan meetings for the year • <i>Define and launch hosted events membership offerings (specific to hosted events when available)</i>
Meeting #2	April	<ul style="list-style-type: none"> • First Reporting of Sub-Committees • Review next years' budget • Review fee structure • Review membership offerings • <u>Confirm Industry Group fees are invoiced</u>
Meeting #3	May	<ul style="list-style-type: none"> • Approve budget • Approve fee structure • Approve membership offerings
Meeting #4	June	<ul style="list-style-type: none"> • <i>Preliminary approval of program outline and theme (specific to hosted events when available)</i> • <u>Initiate presentations drive</u>
Meeting #5	July	<ul style="list-style-type: none"> • Status Updates
Meeting #6	August	<ul style="list-style-type: none"> • Mid-webinar offerings lookback
Meeting #7	September	<ul style="list-style-type: none"> • Approve dates and location (specific to hosted events when available) (18 months out) • Approve Exhibition plan (specific to hosted events when available) • <i>Final approval of program outline and theme (specific to hosted events when available)</i>
Meeting #8	October	<ul style="list-style-type: none"> • Any outstanding-committee business • Optional as determined by Chair
Meeting #9	November	<ul style="list-style-type: none"> • Any outstanding business • <i>Review IPEIA App content (specific to hosted events when available)</i> • <i>Confirm program and special sessions are on track (specific to hosted events when available)</i>
Meeting #10	December	<ul style="list-style-type: none"> • Any outstanding business • <i>Approve IPEIA App content (specific to hosted events when available)</i>
Meeting #11	January	<ul style="list-style-type: none"> • Review launch of annual webinar series • <i>Final meeting before hosted events (specific to hosted events when available)</i>
Meeting #12	February	<ul style="list-style-type: none"> • Vote in Chair, Vice-Chair, and IPEIA Manager • Fill vacant steering committee seats • Confirm Sub-committee Chairs • <i>Review all roles onsite at hosted events / Volunteer Positions</i> • <u>Finalize any outstanding items/tasks</u>
*Meeting #13	Conference Final Day	<ul style="list-style-type: none"> • <i>Review initial feedback</i> • <i>Celebrate</i>



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

NON-MANDATORY APPENDIX B

SUB-COMMITTEES GUIDELINES

Revision: 0

Date: August 3, 2022

Revised By: Josh Brewster

Role	Overview	Responsibilities/Expectations
All Committee Members	<p>IPEIA is a volunteer-run Not-For-Profit association.</p> <p>It is important that you know what you are committing to and what your responsibilities are as a volunteer.</p>	<p>As a volunteer, you have the responsibility to:</p> <ul style="list-style-type: none"> • Have permission from your employer to volunteer • Be reliable and responsible • Communicate any issues or concerns which are likely to affect your volunteer duties • Accept directions from leadership whether volunteer or staff • Abstain from promoting personal agendas, proprietary methodologies, or self-serving political or commercial purposes • Be willing to learn and participate in programs and meetings • Be willing to provide ideas and actions • Keep sensitive association information confidential <ul style="list-style-type: none"> • Comply with the IPEIA Protocols • Review IPEIA's Vision and Mission Statement • Understand your role and responsibilities • Be prepared to invest the time to IPEIA to meet your deliverables/tasks • You are an IPEIA Ambassador <ul style="list-style-type: none"> • Professional • Positive • Represent the IPEIA brand • Support IPEIA's mandate • Be respectful • Provide client care/delegate care • Active participation in a majority of the assigned committee activities • Capability Requirements • Volunteers must possess the following minimum capabilities to be considered for a committee position: <ul style="list-style-type: none"> • Access to e-mail and Internet (required for collaboration and to send documents) • Access to a computer and/or telephone (IPEIA uses MS Teams for internal communications and document management) • Skill in written and spoken English language • While the above are general capability requirements, IPEIA may impose other capability requirements for specific positions within a Committee
Ad-hoc Committee	<p>At the sole discretion of the steering committee, Ad-hoc committees may be formed from time to time. Like Sub-Committees their chairs will be appointed by the steering committee and the Ad-hoc committee chairs are to be a member or sub-committee member of the steering committee. Ad-hoc committees are formed for</p>	<ul style="list-style-type: none"> • To be determined upon the creation of the committee and what is specifically required to meet the defined scope and objectives to be met.

	a single short-term task with a clear target date for completion after which the committee no longer exists.	
Advisory Committee	<p>This committee is responsible for providing direction to the Steering Committee based on their past IPEIA experience. The committee is made up of Past Chairs and members with long term experience (Member Emeritus) on the Steering Committee or other sub-committees. The Advisory Committee Chair is responsible for providing committee members with up dated information concerning on-going IPEIA initiatives. The committee will be updated at minimum after Steering committee meetings by email and will meet quarterly on-line or through conference calls. The Advisory Chair will be nominated and voted in at the same time as all other committee chair positions.</p>	<ul style="list-style-type: none"> • Be acquainted with current issues facing IPEIA • Provide insight into historical decisions • Provide input on current subjects at Steering Committee meetings • Work on projects specified by the steering committee • Members Emeritus interact with Steering Committee through the advisory committee
Communication Committee	<ul style="list-style-type: none"> • The Communication committee is responsible for researching, recommending, implementing, and managing new communication mediums to reach targeted audiences for IPEIA stakeholders • Development of IPEIA's marketing and communication strategy • Collaborate with all other committees to identify their communication needs • Accountable for all information on IPEIA communication mediums such as: <ul style="list-style-type: none"> • Website • App (when used) • Social Media • Email Blasts 	<ul style="list-style-type: none"> • Research opportunities to expand IPEIA's reach to drive memberships & attract sponsors through: <ul style="list-style-type: none"> • Social Media lead generation • Email-outs (blasts) • Website • Advertising • Google leads • Build relationships with Publication/Advertisers to add to list for media sponsorship and/or contra advertising • Create content for Advertisements (using specs provided to IPEIA) • Create Analytics/reporting for IPEIA to determine which marketing initiatives/methods are working • Proof and approve advertisements and ensure delivery to deadlines are met • Update Advertising Tracking Tool • Update Communication Tracking Tool • Upload copies of advertisements to Communication MS TEAM for future reference • Participate in monthly Communication Meetings and any ad-hoc required meetings • Participate in sub-committee monthly meetings and ensure that there is an agenda item for Communications to obtain any upcoming *information that needs to be communicated
Education Committee	<p>Manage and monitor existing and future scholarships that IPEIA supports. Receive and review applications for funds and make recommendations regarding scholarships or other appropriate donations or sponsorships relating to the allocation of IPEIA funds. Identify, facilitate and participate as much as practicable in activities and initiatives, within and outside the annual membership offerings, that promote education, training and awareness of career opportunities, trends in knowledge, competency and certification requirements, wants and needs of the pressure equipment industry. Develop and then present annually, proposals to the steering committee relating to the disbursement of IPEIA funds relating to initiatives supporting IPEIA's mission.</p>	<ul style="list-style-type: none"> • Collaboration with all other sub-committees as required to build and execute Education's membership offerings • Develop and execute Pressure Equipment Fundamentals Course (Parts 1 and 2) • Student Presentation Competition organization (if required) • Student Poster Presentation session, in collaboration with the Program Committee (if required) • Discussion panels relevant to certifications, education, resources as necessary • Maintain a list of scholarships and, • Provide detail of the scholarships to PR for advertisement and publication on web site • Support existing scholarships as required, such as attending award presentations • Maintain a record in coordination with the manager/administrator of scholarship recipients • Identify new scholarship opportunities, respond to requests for scholarships • Review and make recommendations on all requests for donations

		<ul style="list-style-type: none"> Identify and support education and career path initiatives Maintain an initiative tracking tool
Finance Committee	<p>The finance committee mandate is to manage the finances, and report on finances to the steering committee on a regular basis.</p> <p>This is to include the finances of the Industry Groups.</p>	<ul style="list-style-type: none"> Financial Reporting and Management including tracking budget to actuals / forecasting Support to all sub-committees in proposal development Financial Tools Management Reserve Fund Management Budget Preparations Manage banking Institutions relationship and continue to seek service improvements for IPEIA (recommendations/offerings from the bank) Ensure the financial statements are prepared by the Book-keeper and presented to the accountants for review by May 30 every year. The accountants shall be instructed to submit reporting requirements to provincial and Federal authorities every year. Ensure that the annual Business Corporation Act reporting requirements are completed by the lawyers, including the Notice of Change of Directors. The IPEIA Directors listed are the Chair, Vice Chair and Finance Committee Chair. Maintain a log of scholarships that IPEIA provides and work with the Communications team to ensure annual communications is provided.
Program Committee	<p>The mandate of the program committee is to determine the theme and provide all required technical information, materials and presenters necessary to make the information-sharing component of the membership offerings a success and value added for our members.</p>	<ul style="list-style-type: none"> Collaboration with all other sub-committees as required to build and execute Technical Program membership offerings. Call for Content creation and posting on IPEIA website and communication mediums. Presentation templates and guidelines Abstract review and selection/approval Draft Presentation review and selection Final Presentation review and selection Master Tracking Abstract/Presentation Tool Management & Maintenance Presenter coordination Presenter confirmation Complimentary Codes for selected presenters Presentation change management Best Presentation Competition organization (if required) Student Presentation Competition organization (if required) Student Poster Presentation session (if required) Volunteer coordination for membership offerings IPEIA website and directory App maintenance relating to technical content Presentations Records Management for publication post-membership offerings (public relations committee to publish presentations on website) Participate in Townhalls
Public Relations/Membership Committee	<p>The committee mandate is to brainstorm, investigate, and advise the Steering Committee with respect to adjustments to annual membership offerings. In addition this committee will secure sponsorships, exhibition, and non-educational events. This committee is also expected to strengthen the existing working relationship with the stakeholder groups as well as developing alliances with other industry groups and organizations.</p>	<p>Exhibition:</p> <ul style="list-style-type: none"> Responsible for planning and execution of the exhibition Responsible for maintaining relationships with exhibitors Assist in the development and execution of other exhibition offering as directed Steering Committee <p>Sponsorship:</p> <ul style="list-style-type: none"> Responsible for the development and execution of the sponsorship program

		<ul style="list-style-type: none"> • Work with Membership Committee to solicit for corporate membership offerings <p>Membership:</p> <ul style="list-style-type: none"> • Develop and maintain a professional & organized sales approach for targeting specific industries, companies to solicit members for IPEIA • Collaboration with all other sub-committees to support the full suite of membership offerings • Maintain an initiative tracking tool for IPEIA Membership Committee • Responsible for researching and recommending new membership offerings. <p>Events:</p> <ul style="list-style-type: none"> • Assist in the development and execution of social events as directed by Steering Committee
Special Sessions	<p>This committee is responsible for all special sessions outside of the technical presentations including but not limited to:</p> <ul style="list-style-type: none"> • Panels • Workshops • Training • Keynotes • Integrity Challenge Forum 	<ul style="list-style-type: none"> • Collaboration with all other sub-committees as required to build and execute Special Sessions' membership offerings • Special Session's Program Schedule development • Keynote Speakers, selection and confirmation—keynotes should be selected from industry, professional presenters, service industry or jurisdictional and at no time shall one group be represented more than once in an annual membership cycle • Call for special sessions IPEIA website and communication mediums • Special Session submissions review and selection/approval • Complimentary Codes for selected presenters • Establish Special Sessions guidelines • Draft Presentation review and selection • Final Presentation review and selection • Presentation change management • Special Session Tracking Tool Management & Maintenance • Special Session coordination including fees, cost management, presenter support, presentation development and execution • Participate in Townhalls



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

NON-MANDATORY APPENDIX C

INDUSTRY GROUPS

Revision: 0

Date: June 21, 2022

Revised By: Mark Stonehosue

Introduction

It is a key on-going objective of IPEIA that, while continuing to foster relationships with current stakeholders, efforts are made to reach out and encourage the support and involvement of similar groups, institutions and pressure equipment jurisdictions from across Canada and internationally. In its role to foster relationships with the existing stakeholders, IPEIA can provide the following services to stakeholders, if and as agreed with the stakeholder:

Industry Group Coordination Service Offering*	Current Industry Groups supported by IPEIA																				
Industry Group Coordination services: <ul style="list-style-type: none"> Support Industry Group Chair Attend & participate in all membership meetings Meeting Coordination: <ul style="list-style-type: none"> Arrange all membership meeting invitation Scribe Services: agenda/minute/action log/decision log tracking Catering Coordination Financial Management: <ul style="list-style-type: none"> Membership Fees - Invoicing / Collection Accounts Payables & Accounts Receivables Financial Reporting (includes separate bank account management) Communication Coordination: <ul style="list-style-type: none"> Membership Management – applications, tracking & contact lists Internal document management - minutes, news and items of interest to the Stakeholder are placed Email Distribution list management <p><i>*IGs are to compensate IPEIA for the offerings provided through a combination of financial payments and/or volunteer support</i></p>	<table border="1"> <tr> <td>APPCA</td><td>Alberta Pressure Piping Contractors Association</td></tr> <tr> <td>ARPIA</td><td>Alberta Refinery and Petrochemical Inspection Association</td></tr> <tr> <td>CCIA</td><td>Contract Chief Inspectors Association</td></tr> <tr> <td>GUAC</td><td>Generation Utility Advisor Committee</td></tr> <tr> <td>SIA</td><td>Saskatchewan Integrity Association</td></tr> <tr> <td>UCIA</td><td>Upstream Chief Inspectors Association</td></tr> </table> <p>IPEIA fosters and continues to build relationships with the above associations along with:</p> <table border="1"> <tr> <td>ABSA</td><td>The Pressure Equipment Safety Authority</td></tr> <tr> <td>TSASK</td><td>Technical Safety Authority of Saskatchewan</td></tr> <tr> <td>TSBC</td><td>Technical Safety BC</td></tr> <tr> <td>AMA</td><td>Alberta Municipal Affairs</td></tr> </table>	APPCA	Alberta Pressure Piping Contractors Association	ARPIA	Alberta Refinery and Petrochemical Inspection Association	CCIA	Contract Chief Inspectors Association	GUAC	Generation Utility Advisor Committee	SIA	Saskatchewan Integrity Association	UCIA	Upstream Chief Inspectors Association	ABSA	The Pressure Equipment Safety Authority	TSASK	Technical Safety Authority of Saskatchewan	TSBC	Technical Safety BC	AMA	Alberta Municipal Affairs
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AMA	Alberta Municipal Affairs																				

Industry Group Support to IPEIA

Where ever possible Industry Groups will offer IPEIA the following:

1. Identify IG/IPEIA Liaison - 1 member
2. Identify IG members to be active IPEIA committee members and evolve to leadership/chair roles when appropriate -1 per 10 members
3. Submit one technical or special session abstract per 7 members
4. Support your industry through Sponsorship offerings:
5. Annual Corporate Membership
6. Conference & Exhibition Sponsorship (price varies based on opportunities)
7. Provide the annual fee requirement for IPEIA's services \$1,250.00 (*fixed fee model for all services offered)
8. If an IG does not collect dues from their membership the requirement for additional abstracts will increase 2x
9. Provide IPEIA with financial strategy/plan for excess funds (non-profit accounting rules)



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

NON-MANDATORY APPENDIX D

VOLUNTEER ONBOARDING & CONDITIONS OF WITHDRAWAL

Revision: 0

Date: July 25, 2022

Revised By: Mark Stonehouse

Overview

Volunteer onboarding is more than just an IPEIA orientation. It's an opportunity for new volunteers to gain the necessary knowledge and skills they'll need to succeed in their new roles, as well as make sure that their experience is mutually beneficial and meaningful. Onboarding offers our committee members to understand IPEIA's culture, recognize their role and expectations, build relationships with fellow committee members, and deepen their sense of commitment.

Onboarding Process

1. Individuals interested in volunteering with IPEIA should complete the Volunteer Application Form found on the [IPEIA website](#)
2. An IPEIA Steering Committee Member will schedule an initial discussion with the potential volunteer to determine the "best fit" by reviewing the applicant's experience and interests with IPEIA's current gaps and needs for support within their committees
3. IPEIA will also provide the potential volunteer access to IPEIA Protocol - Governance Structure, as well as IPEIA Protocol - Roles, Responsibilities, and Expectations. The potential volunteer shall review each of these Mandatory Appendices to get an understanding of structure of the organization, as well as the various volunteer roles with IPEIA.
4. Once the potential volunteer has reviewed the required IPEIA Protocol outlined in Step 3 above, the potential volunteer shall connect with the IPEIA Steering Committee Member to confirm their wish to volunteer with IPEIA
5. If the IPEIA Steering Committee Member affirms the volunteer's role, they shall email admin@ipeia.com to begin the onboarding administrative steps. These steps include:
 - Providing the IPEIA Volunteer Sign-Off Form
 - Providing access to the IPEIA MS Teams account
 - Forwarding relevant IPEIA Sub-Committee meeting invites
 - Requesting a photo and biography paragraph for the IPEIA website
6. Once the IPEIA Steering Committee member has confirmed that the IPEIA Volunteer Sign-Off Form has been completed, they shall draft and send an introduction email to the IPEIA community.

Offboarding Process

1. When an IPEIA Volunteer no longer wishes to or is unable to meet the requirements defined in IPEIA Protocol - Roles, Responsibilities, and Expectations, that volunteer is asked to complete the following:
 - Provide a minimum 2-week notice or sufficient time to transition their role and/or responsibilities as mutually agreed upon by the IPEIA Volunteer and Steering Committee Member
 - Notify the applicable Steering Committee Member and Conference Manager
 - If applicable, attend an "exit interview" with Executive Committee member to provide lessons-learned for future use to enhance IPEIA's volunteer experience
 - Decline and delete all recurring meetings
2. The IPEIA Steering Committee member affirms the volunteer's resignation and timeline, they shall email admin@ipeia.com to begin the offboarding administrative steps. These steps include:

- Removing access to the IPEIA MS Teams account
- Removing the relevant IPEIA Sub-Committee meeting invites
- Removing the photo and biography paragraph for the IPEIA website



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

NON-MANDATORY APPENDIX E

TERMS & DEFINITIONS

Revision: 0

Date: May 11, 2022

Revised By: Josh Brewster

1. IPEIA Stakeholder: a person with an interest or concern in IPEIA
2. Annual IPEIA Conference: in-person conference held once per year which can include technical presentations, industry related exhibits and social programs
3. Annual IPEIA Exhibition: In-person exhibits of industry related equipment and services
4. Exhibitor: an individual or company who exhibits at the annual conference
5. Delegate: an individual who pays a full membership fee to attend the annual conference
6. IPEIA Governance Structure: the decision making roles of the various IPEIA committees
7. Ad-hoc Committee: Ad-hoc Committees are formed for a single short-term task with a clear target date for completion after which the committee no longer exists.
8. Industry Group: groups based on specific pressure equipment integrity functions such the Upstream Chief Inspectors Association (UCIA)
9. IPEIA Membership: an annual membership that provides access to past and currently scheduled technical presentations, information on upcoming activities and special offers through IPEIA which are not available to non-members
10. Conference Team: Group of volunteers and contractors who work to schedule and run the annual conference
11. Executive Committee: committee consisting of senior Steering Committee members responsible for providing direction for the association
12. Election: Committee Chairs and vice chairs are voted in to their positions during an election by Steering Committee members
13. Observer: an individual who may attend Steering Committee meetings but cannot vote
14. Advisor: An individual with deep knowledge of the organization who provides advice and sits on the Executive Committee
15. Voting Member: A Steering Committee member who can vote
16. Non-Voting Member: A non-voting member of Steering Committee such as a sub-committee Vice-Chair
17. Member at Large: A committee member who has no duties assigned to him/her in the protocol at the time of appointment. A member who represents the whole organization and not a specific committee.
18. IPEIA Manager: A contractor with knowledge of conferences and exhibition who manages IPEIA's daily operations and provides advice to committees
19. Member Emeritus: A member of the community, typically a past IPEIA member whose long or exemplary service is publicly recognized and receives certain special benefits
20. Student Member: An individual is eligible for a Student Membership if they meet one of the following criteria:
 - Currently a full-time student at a post-secondary institution, or
 - Graduated from a full-time post-secondary institution within one calendar year
21. UCIA: Upstream Chief Inspectors Association
22. ARPIA: Alberta Refinery and Petrochemical Inspection Association
23. GUAC: Generation Utility Advisor Committee
24. CCIA: Contract Chief Inspectors Association
25. APPCA: Alberta Pressure Piping Contractors Association
26. SIA: Saskatchewan Integrity Association
27. Term: a set period of time on a committee with a minimum of one year to a maximum of two years
28. Provincial Pressure Equipment Jurisdictions and authorities:
 - ABSA: The Pressure Equipment Safety Authority of Alberta
 - TSASK: Technical Safety Authority of Saskatchewan
 - TSBC: Technical Safety BC



INTERNATIONAL PRESSURE EQUIPMENT INTEGRITY ASSOCIATION

NON-MANDATORY APPENDIX F

PROTOCOL REVISION CONTROL SHEET

REVISION CONTROL SHEET

Revision	Date Issued	Comments
0	May 18, 2018	Complete re-write of all sections
1	August 15, 2018	2.2 Add APPCA 5.2 The steering committee consists of a maximum of 15 members Add voting 5.3 Competent individuals from outside of IPEIA may be approached at any time to serve on the steering committee, and shall do so as an associate member for at least one year Add non-voting 5.3 Add APPCA 5.5.1 Voting - Add The 15 members of the Steering Committee, which includes all members of the Executive and the heads of the various Sub-Committees and representatives of the Industry Groups, are eligible to vote. 5.6.3 Add, any received votes will be considered by the steering committee in final decision 7.5 Changed to six (6) Sub-Committees 7.5.6 add Senior Advisory Committee Add Section 9 - Volunteers
2	January 16, 2019	Updated 3.0 & 7.5.1 to add details of reserve fund
3	May 21, 2019	Re-write of all sections to update governance based on IPEIA 2019 Moved sections within main document to now be in the appendices for quick and easy reference guides. Added Appendices for: <ul style="list-style-type: none">• Sub-committee overviews• Roles & Responsibilities
4	July 8, 2019	Updated Section – Rewrites:

		<ul style="list-style-type: none"> 7.2: Committee Structure 7.3: Committee Membership & Representation
5	July 17, 2019	<p>Updated Sections (based on SteerCo discussion – July 16, 2019)</p> <ul style="list-style-type: none"> Added Appendix D (Section 14) – Member Emeritus Nomination Process
6	August 19, 2019	<p>Added Section for Non-Disclosure/Confidentiality Agreement</p> <ul style="list-style-type: none"> Added Appendix E (Section 15) – Sign off of Protocols Agreement <p>Updated Financial Chair Roles & Responsibilities pg. 21</p>
7	March 2, 2020	<p>Update:</p> <ul style="list-style-type: none"> Advisory Committee Chair – most effective and appropriate person to be nominated and voted in (same as all other committees) – not auto filled by Past Chair position Meeting Governance
8	November 5, 2019	<p>Added Section 7.4.2 – Remunerated positions</p> <p>Updated 12.1 Appendix A – Program committee guidelines on keynote selection</p> <p>Updated 12.2.7 Management and Administration role and responsibilities for keynote contract negotiations</p>
9	March 16, 2020	<p>Updated</p> <ul style="list-style-type: none"> Member Emeritus: included the statement about a ceremony and no gifts so we would have a guideline to follow in future. It can be added to the overall event schedule if the Protocol isn't the appropriate place but it does document how to proceed.
10	May 13, 2020	<p>Addition of Code of Conduct</p>
11	September 30, 2020	<p>Updated</p> <ul style="list-style-type: none"> Advisory Committee Chair criteria
12	February 2, 2021	<p>Updated</p> <ul style="list-style-type: none"> 2.0 Overview – pre conference to special sessions, added membership and education codes courses 3.0 Scope - pre conference changed to special sessions 6.0 Organizational Structure - Updated 6.2 Steering Committee – added annual membership 6.6 Industry Groups – 20 years changed to 25 years 7.2 Committee Structure – “At least” changed to “up to 4 members-at-large” <ul style="list-style-type: none"> updated terms of office in the event of non-conference year 8.2 Sub-Committee Make-up - at least one other member changed to vice chair 13.1 Appendix A – changed pre-conference to special sessions 13.1 Appendix A – Added Membership Committee 13.2.7 Professional consulting services – dropbox to MS Teams, changes to Administrator duties 15.0 Member Emeritus Nomination Process

13	March 27, 2021	<p>Updated</p> <ul style="list-style-type: none"> Overhauled all protocols to support new Membership Offerings structure (online and hosted events) – changes required due to risk mitigation for pandemic of 2020. Membership offerings support new revenue stream to provide online webinars to provide ongoing presentations for continuous knowledge exchange and networking for IPEIA membership
14	May 9, 2022 – November 25, 2022	<p>Major Revision and Restructure – Organized into Primary Protocol Document supported by Mandatory and Non-Mandatory Appendix</p> <ul style="list-style-type: none"> The purpose of the Protocol is to communicate the association’s values, philosophy, and culture A change to the Protocol document requires a successful vote from the IPEIA Steering Committee Mandatory Appendix documents are to be considered part of the protocol and are critical to the operation and goals of IPEIA A change to a Mandatory Appendix document requires a successful vote from the IPEIA Steering Committee Non-Mandatory Appendix documents provide general information that would not generally not a part of the protocol and is added only for purposes of clarification, illustration, example, and general information <p>A change to a Non-Mandatory Appendix document requires the approval of the IPEIA Steering Committee Chair and/or Vice-Chair</p>
15	January 11, 2023	<ul style="list-style-type: none"> Rewrite completed based on above efforts, issued as Rev 0
16	February 15, 2023	<ul style="list-style-type: none"> Revised section 16 to remove dollar amounts Revised Appendix 8 to remove 2023 specific dates and dollar amounts for booths
17	March 21, 2023	<ul style="list-style-type: none"> Addition of Appendix 9 - VOLUNTEER Protocols & Mandatory Appendix SIGN-OFF FORM
18	July 5, 2023	<ul style="list-style-type: none"> Updates to Section 7, 21, 22 and Mandatory Appendix 4 for disciplinary action. Guiding Behaviors added to Mandatory Appendix 4.