



Young Pipeliners Association of Canada

Charter

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1 YOUNG PIPELINERS ASSOCIATION OF CANADA

1.1 Overview

The long-term success of any industry depends upon fostering the interest and skills of all employees and ensuring that experiences and knowledge can be passed on from one generation of leaders to the next.

The Young Pipeliners Association of Canada (YPAC) is guided by the following vision and mission statements.

Vision:

To be the recognized Canadian energy pipeline forum enabling and enhancing the career development of young professionals, in order to ensure a sustainable future of the industry.

Mission:

- Be a Canada-wide network focused on the attraction, engagement and retention of young professionals to the pipeline industry.
- Provide opportunities to the full spectrum of young professionals employed in the pipeline industry to learn the breadth and depth of the business.
- Facilitate knowledge transfer between young professionals and from more experienced to younger professionals, and, as a result, retain industry memory and facilitate succession.
- Look for opportunities to influence the direction of the industry by providing a young professional perspective to issues of importance.

Goals:

- Establish a sense of community for young professionals within the pipeline industry.
- Be a conduit for professional development, knowledge sharing, mentorship and networking.
- Expand the YPAC footprint for young professionals in Canada.

1.2 Operation and Finances

YPAC operates financially under the Calgary Technical Chapter (CTC) Offshore Marine and Arctic Engineering, which acts as our 3rd party manager of cash flow from our operating fund, with an approved budget and an annual audit. YPAC drafts an annual budget each year that is sent to the advisory board for review.

1.3 Target Membership

Target audience of YPAC should meet one of the following criteria:

- Be under 35 years old, or have less than 10 years of experience in the industry,
- Be currently employed in the Canadian pipeline industry;
- Be a student with a reasonable chance of entering the pipeline industry; or
- An experienced person who is new to Canada and working in the pipeline industry;

1.4 Membership

To enroll, potential members can register online at YPACanada.com registration page. There are currently no fees associated with YPAC membership. Membership fees are reviewed on an annual basis, and set at the beginning of each financial year (July 1). If membership fees are introduced, all members will be notified at least one month in advance.

A member can remove themselves from the distribution list by emailing to info@ypacanada.com

YPAC will treat all personal information provided by members in accordance with the *Provincial Personal Information Protection Act*.

2 CENTRAL EXECUTIVE AND CHAPTER COMMITTEES

2.1 Overview

YPAC is managed by the Central Executive Committee (CEC), comprised of members of the association who believe in the YPAC vision, mission, and seek to facilitate their initiatives within the pipeline industry. Considering that YPAC is a Canada-wide organization members of the CEC can be based in various locations across Canada. YPAC will be represented by Chapter Chairs in specific locations, whom sit on Location Chapter Committees.

Table 1 YPAC Committees

Location	Abbreviation
Central Executive Committee	CEC
Calgary Chapter Committee	CCC
Edmonton Chapter Committee	ECC
Vancouver Chapter Committee	VCC
Montreal Chapter Committee	MCC

The objectives of the CEC and Chapter Committees (CC) are to execute the Vision and the Mission statements.

The CCs are accountable to the CEC, which in turn accountable to the Central Advisory Board (AB) – refer to Section 3 for further information.

Refer to Section 2.3 for the nomination/election process for CEC and CCs.

2.2 Central Executive and Chapter Committee Positions

The following guidelines apply to the EC members:

- All CEC and CC members and volunteers must be current members of YPAC
- CEC and CC members are elected bi-annually, serving under their position for a two-year term
- The CEC and CC members shall serve no more than four consecutive years (2 terms). If an individual is term limited by this policy, the individual may be considered for re-election after spending a minimum of one year off the CEC/CC
- CEC members are voting members and will constitute a quorum for conducting business. Except where specifically stated otherwise, all actions of the CEC shall be determined by a majority vote of the quorum in attendance
- One CEC/CC position can have multiple director, except for the President and Vice-President positions and Chapter Chairs and Vice Chair

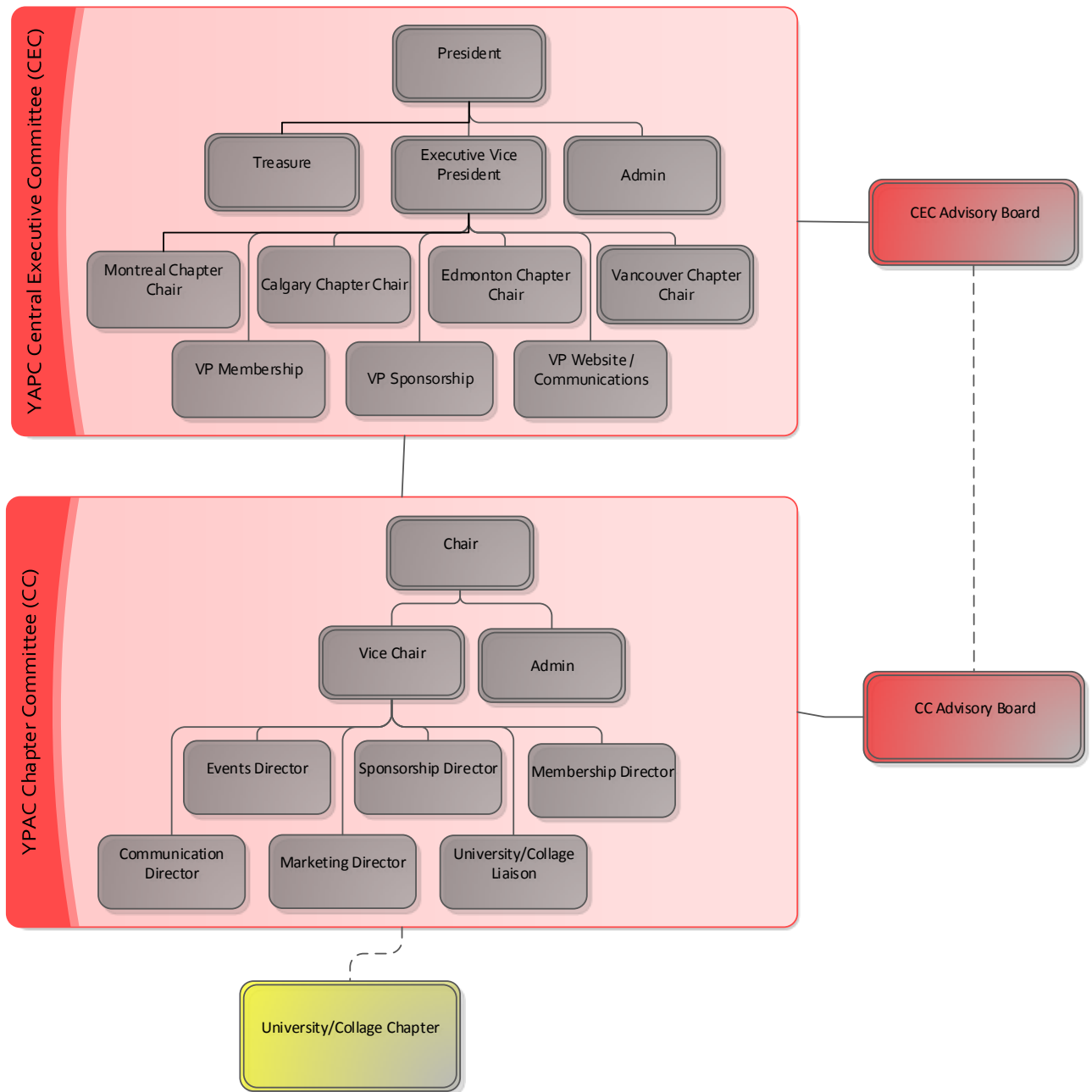
The CEC will be composed of members in “progression” roles. The intent is to develop new leaders for YPAC over a period of time serving on CCs. The roles on the CEC and CCs in the order of progression are as follows:

1. All Other Positions
2. Vice-President, Chapter Chair, Vice Chair, Treasure
3. President

This is only meant to be a guideline and there is a possibility for ‘jumping’ to occur for exceptional candidates which may be approved by the AB or by majority vote during the nomination/election process.

Additional volunteers may be appointed by the CEC and CCs as required to fulfill the needs of YPAC. Volunteers are non-voting members. Please refer to Figures 1 - 3 for the YPAC organizational charts.

Figure 1 : YPAC Organizational Structure



2.2.1 Central Executive Committee

The CEC manages YPAC and ensures consistency throughout Canada. They ensure the execution of YPAC vision, mission, and seek to facilitate their initiatives within the pipeline industry. Currently (as of 2015), the CEC is based in Calgary, Alberta. In the future, it is expected that the CEC will become a remote/virtual committee complete with members throughout Canada. The CEC comprises of executive level positions including the President, Executive Vice-President and various Vice-Presidents.

2.2.1.1 President

The President is the head of YPAC. The role of the President is to lead the CEC and ensure that the CEC objectives are met, as well as develop the long-term strategy for YPAC. The President shall perform ongoing reviews of the progress with CEC members in order to ensure that new initiatives are identified, and current initiatives are being developed and implemented.

The responsibilities of the President are as follows:

- Supervise and direct the duties of the CEC
- Organize regular CEC Meetings and serve as a Chairperson
- Be familiar with the charter and impose its policy as appropriate
- Be accountable for all CEC tasks and decisions
- Act as the official representative of YPAC to outside parties and at events as required
- Serve as a central contact with other associations / organizations with similar goals

If the President resigns, the Executive Vice- President shall continue the term as acting President. In this circumstance however, the majority vote of the remaining EC members (all EC, not just CEC) will determine whether the Executive Vice- President or the Treasurer or other suitable candidate will take over the role of President for a period not exceeding two years.

2.2.1.2 Executive Vice-President

The Executive Vice-President shall support the President in the management of the day-to-day activities of the EC. In the event that the President is unavailable to perform their duties, the Vice-President shall perform the role of acting President.

The responsibilities of the Executive Vice-President are as follows:

- Assist the President with their duties to ensure that the objectives of the CEC are achieved
- Fill in for the President when they are on vacation or otherwise unable to perform their duties
- Assist the other CEC members with their tasks when required
- Fill in for other CEC members when they are on vacation or otherwise unable to perform their duties

Upon successful completion of the term the majority vote of the EC members (all EC, not just CEC) will determine whether the Vice- President or the Treasurer or other suitable candidate from the EC will take over the role of President in the following term. A quorum is necessary at the time of the vote and majority of the vote among those who step forward to run as president. If the president is to leave the EC for any reason, the Executive Vice-President will automatically become an acting President, until the new president is elected.

2.2.1.3 Treasurer

The Treasurer is responsible for developing the YPAC budget for each financial year, with the assistance of the EC. Refer to Section 4 for more information on the finances.

The responsibilities of the Treasurer are as follows:

- Compile annual YPAC budget
- Maintain and track the budget for the Association
- Collect fees / attendance charges if applicable
- Keep YPAC's book to record financial transactions and associated documents, including invoices and receipts
- Receive expense reports (with invoices and receipts) and pre-approve YPAC's expenses
- Submit pre-approved expense reports to the treasurer of CTC
- Provide monthly financial status reports to the CEC
- Be accountable for the budget to the AB and YPAC members

Upon successful completion of the term the majority vote of the EC members (all EC, not just CEC) will determine whether the Vice- President or the Treasurer or other suitable candidate from the EC will take over the role of President in the following term. A quorum is necessary at the time of the vote and majority of the vote among those who step forward to run as president.

2.2.1.4 Vice-President of Sponsorship

The VP of Sponsorship is responsible for securing/processing funds for operation of YPAC.

The responsibilities of the VP of Sponsorship are as follows:

- Work with other EC members to determine sponsorship needs
- Develop sponsorship proposals: general and for particular events according to Section 5
- Approach pre-determined companies / organizations for sponsorship
- Work with the Treasurer to ensure that financial records are complete and accurate
- Prepare a thank-you letter and a report for each sponsor
- Prepare annual report on use of sponsorship funds due one month past the end of the financial year

2.2.1.5 Vice-President of Membership

The VP of Membership are the first point of contact for all new and existing members of YPAC.

The responsibilities of the VP of Membership are as follows:

- Process new membership applications on a regular basis
- Maintain a list of members, and track the eligibility of all members
- Ensure compliance with the *Alberta's Personal Information Protection Act*
- Provide statistics regarding the participation and growth of YPAC to the EC on a monthly basis
- Prepare a list of all members no longer eligible for YPAC membership at the end of the calendar year

- Check the general YPAC email (info@YPACanada.com) on a regular basis, and ensure that emails are forwarded for response by the appropriate EC member
- Communicate to all existing members via email regarding all important announcements, upcoming events and association updates

2.2.1.6 Vice-President of Events

The VP of Events shall ensure the organization of training and networking opportunities for members of YPAC. This includes but is not limited to lunch and learns, site trips, visits to vendor fabrication facilities, various training courses and social events. These events are intended to develop both technical and non-technical knowledge and skills.

The responsibilities of the VP of Events are as follows:

- Ensure that program members are informed about events by collaborating with the VP of Membership
- Organize regular training sessions (Lunch and Learns or seminars) on a variety of technical and non-technical topics
- Arrange practical training sessions such as visits to fabrication shops/facilities and site tours
- Organize and host social events
- Collaborate with local Events Chairs to provide successful events
- Create event templates and programs

2.2.1.7 Vice-President of Website / Communications

The role of VP of Communications is to ensure regular and effective communication between the YPAC and external stakeholders. This is achieved via development and maintenance of YPAC Webpage and social networking websites (LinkedIn, Facebook, Twitter).

The responsibilities of VP of Website / Communications are as follows:

- Coordinate with the EC Members to ensure timely communication of all important announcements, upcoming events and association updates
- Be responsible for maintaining YPAC's Website, Facebook, Twitter, LinkedIn and other social network accounts
- Prepare quarterly press releases on YPAC events/activities
- Update Calendar on bi-weekly basis

2.2.2 Chapter Executive Committees

2.2.2.1 Chapter Chair

YPAC will be represented by Chapter Chair's in various towns and cities across Canada.

The responsibilities a Chapter Chair are as follows:

- Promote YPAC vision and mission within a location
- Facilitate initiatives and organize events, using this Charter as a guideline

- Report on the Location progress monthly by participating in the CEC monthly meetings
- Assemble a team of YPAC visionaries in the geographical area of operation that can act as a Local EC. This same charter will apply to that EC.
- Submit proposals to the CEC for events, other initiatives that require funding.

2.2.2.2 Vice-Chair

The role of the Vice-Chair is to assist the Chapter Chair as required and provide financial planning to the location.

The responsibilities of the Vice-Chair are as follows:

- Assist Chair with his duties
- Keep track of event budgets and spending
- Direct event planners in allotted budgets for various items (food, venue, transportation, etc.)
- Involved with tracking payment at 'paid' ticket events
- Present to the EC the status of finances
- Invites to central YPAC meetings

2.2.2.3 Marketing Director

The role of Marketing Director is to ensure effective branding of documentation, assist with recruitment of new members and promote YPAC to companies and outside networks.

The responsibilities of Marketing Director are as follows:

- Work to promote YPAC both within companies with current involvement and to reach new companies, networks and individuals.
- Work with the Communication Director and VP of Communications by providing info/material to post on social media and web.
- Work with the Membership Director and VP of Membership person to develop recruitment strategies and promotion at events.
- Work to put together updated information for the CC content on the website (bio's, etc.) and provide to VP of Website.
- Work with CEC in development of promotional items (water bottles, hats, shirts, etc.).
- Assist with the development of the sponsorship package with Sponsorship Director and VP of Sponsorship

2.2.2.4 Communications Director

The role of Communications Chair is to ensure regular and effective communication between the YPAC Chapter Committee and external stakeholders. This is achieved via regular communication with the VP of Communications.

The responsibilities of Communications Chair are as follows:

- Ensure regular and effective communication between YPAC CC and external stakeholders.

- Compile posts for facebook, twitter, website and member mail-out from information provided by Events Director and Marketing Director and submits to the VP Website / Communications for distribution
- Monitor location@ypacanada.com and direct or reply to inquires as required
- Work with the VP Website / Communication to update the website with new content
- Create Eventbrite registration for events
- Manage and/or coordinate with the CEC for event emails distribution

2.2.2.5 Administrator

The Admin is responsible for the organization and documentation of the CC.

The responsibilities of the Admin are as follows:

- Compile a folder of template documents (speaker instructions, speaker certificate, speaking request email, etc.)
- Take meeting minutes or ask someone to take them if not attending
- Prepare agenda for the next meeting
- Post meeting minutes for review and approval
- Work with the CC to develop standardized templates for the organization.
- Organize and maintain a central database (YPAC Dropbox most likely) of info (old presentations, speaker leads, promotional materials, etc.)

2.2.2.6 Sponsorship Director

The Sponsorship Director is responsible for obtaining new sponsors, developing the sponsorship package and ensuring the appropriate advertising of sponsors.

The responsibilities of the Sponsorship Director are as follows:

- Work with other CC members to determine sponsorship needs
- Develop sponsorship proposals: general proposals and event specific proposals
- Approach pre-determined companies / organizations for sponsorship
- Work with the CC Financial Director to ensure that financial records are complete and accurate for each local sponsor
- Ensure the preparation of a thank-you letter and a report for each sponsor
- Prepare annual report on use of sponsorship funds due one month past the end of the financial year
- Ensure the development of the sponsorship package with marketing

2.2.2.7 Events Director

The role of the Event Chair ensure the organization of training and networking opportunities for members of YPAC. This includes but is not limited to lunch and learns, site trips, visits to vendor fabrication facilities, various training courses and social events. These events are intended to develop both technical and non-technical knowledge and skills.

The responsibilities of the Events Chair are as follows:

- Coordinates timing of events throughout the year (ensure it's not overlapping other major events, or we're not having 2 events too close to each other)
- Ensure all the items are checked off the list for event execution
- Provide speaker instructions to speaker
- Determines venue and food requirements and organizes as necessary
- Ensure preparation of an award certificate and/or gift
- Work with Communication Director to insure that information for new events are communicated to YPAC members in a timely manner.

2.2.2.8 Membership Director

The role of the Membership Director is to be the local first point of contact for all new and existing members of YPAC.

The responsibilities of the Membership Director are as follows:

- Keep track of local membership on a monthly basis
- Keep track of attendance at events (registered vs attended)
- Work with Marketing Director to develop recruitment strategies and promotion at events
- Run registration laptop at events
- Provide updated membership list to the Vice-President of Membership

2.2.2.9 Outreach Director

The role of the Outreach Director is to ensure collaboration between the YPAC and all external associations.

The responsibilities of the Outreach Director are as follows:

- Establish and maintain relationships with university and technical college associations
- Establish ways of collaboration via contests/projects/sponsorship opportunities
- Make contact with clubs and groups to garner involvement and obtain mailout emails for use by the Communications Director.
- Take lead on organizing student dinners at universities and technical colleges
- Take initiative on organizing YPAC involvement in university/college career fairs
- Coordinate with University/College Liaisons in other chapters to stay informed about what's happening there with regard to University/College events
- Help establish a relationship with each post-secondary institution
- Assist with building student chapters within the universities and colleges
- Ensure alignment of student chapters with YPAC

2.2.2.10 Member-at-Large

The role of the Member-at-Large is to provide opportunity for leadership for individuals who are not in any of the other roles.

The responsibilities of the Member-at-Large Liaison are as follows:

- Assist as required by the CC Directors

2.2.3 Student Chapters

Student Chapter Organizations are a way to involve students on campuses with the ability to execute YPAC's vision and mission, and seek to facilitate their initiatives within the pipeline industry.

Student Chapter Organization (SCO) will have at a minimum a Student Chapter Chair, Vice-Chair and Treasurer. The SCO's will develop and maintain a Student Chapter Charter for review and approval by the CEC. The SCO's will act as an agent of the CCs and assist the members as required, and specifically collaborate with the CC Outreach Director and University/Collage Liaisons. The SCO will ensure a representative attends a majority of the CC meetings.

The SCO will not have voting rights within the CC unless they also partake a role within the CC. It is encouraged that SCO members partake in CC activities.

Members of the SCO will automatically become members of YPAC. Therefore, the SCO will provide the CC with a list of new members monthly to incorporate into a master member list.

The Student Chapters will work the CC to ensure consistent YPAC branding, up-to-date websites, avoid conflicts in event planning and finances.

2.3 Executive Committee Nominations

The EC will be self-perpetuating, electing new EC members by majority vote from candidate(s) who have applied. Every two years, the EC members will choose qualified individual(s) to become the next member to start the progression series on the EC, starting from a position within Level 1 (see Section 2.2 for details). All members of YPAC are eligible to apply for up to three positions via self-nominated applications.

In making the selection of the new member of the EC the following should be determined:

- The individual is a YPAC member
- The individual is committed to serve on the EC for the next two years
- The individual is able to participate in at least 75% of the EC meetings and activities

All departing EC members are to remain available to the new executive for a period of 2 months to ensure the new executive is on track and understand their tasks.

2.4 Resigning from the Executive Committee

2.4.1 Voluntary Departure

In the event that an EC member has to leave before the end of their term, that EC member will give the Executive as much notice as possible of their departure (recommended two weeks). The EC may decide to split the leaving member's duties amongst EC members or appoint a replacement to fill the vacant position until the subsequent elections.

2.4.2 Involuntary Departure

In the case that the EC feels that members of the Executive are not fulfilling their duties, the following actions will be taken:

- At the recommendation of the EC, the President will determine if the current situation can be resolved. If the President is not fulfilling his/her duties, the AB shall resolve the situation
- If the current situation cannot be resolved, it is at the consensus of the EC to determine if it is best that the position be re-filled. The final decision must have majority vote throughout the EC.

2.5 Handover Procedure

Once the new member of the EC has been appointed, there is a formal hand over period of one month following the appointment. This is to ensure the incoming EC member gains sufficient understanding of their roles and responsibilities, as well as assistance in preparing their budget for the following year.

2.6 Executive Committee Meetings

General meetings will be held on a regular basis to discuss EC matters. Meetings will be scheduled at the discretion of the President or Chapter Chair, no less than once per month. The President / Chapter Chair shall act as chairperson and distribute an agenda prior to the meeting. Special EC meetings may be called at the request of three or more EC members.

EC meetings will take place either in person or via teleconference. Meeting minutes shall be taken to record the progress of the EC; the person responsible for taking meeting minutes shall be appointed by the President on a rotating basis. These records shall be archived on the YPAC Webpage.

Team building activities will be organized at the discretion of the President (or a Location Lead) and the Treasurer.

3 ADVISORY BOARD

The YPAC Advisory Board consists of the Experienced Industry Representatives, who shall act as the liaisons between the EC and industry.

The responsibilities of the AB are as follows:

- Provide guidance for the EC (i.e. strategic planning, budget planning, charter reviews, major events recommendation, etc)
- Attend the Advisory board Bi- Annual meetings
- Provide the EC with access to industry resources
- Provide continuity by retaining experience and lessons learned from previous years and activities
- Attend YPAC events and encourage attendance from other experienced pipeliners

3.1 Advisory Board Positions

The YPAC AB should be comprised of 3-6 Experienced Industry Representatives per chapter location and the immediate past CEC President and past CC Chairs (as applicable).

The appointment to the YPAC AB shall be for a voluntary term. The turnover of the YPAC AB shall be staggered whenever possible, thus ensuring continuity and consistency.

4 FINANCES

YPAC operates financially under the CTC, which manages its operating fund, an approved budget and a regular audit.

The Association's fiscal year is from July 1 to June 30. All persons on the EC have a responsibility to ensure that the funds are managed properly and in accordance with accepted/ ethical practice and applicable policies. Each financial year, the EC shall prepare individual budgets for their positions. Cost estimates for planned events/projects/initiatives are required for submission.

These budgets shall then be submitted to the Treasurer to compile and prepare the overall Budget for the upcoming year. The EC shall discuss and agree upon the Budget. The Treasurer and the President will present the budget to the AB.

Sponsorship drives and terms (length in years) will be determined based on the requirement for funding in that fiscal year and next.

4.1 Executive Committee Time

Time spent by the EC on YPAC-related activities is completely voluntary. In general, EC meetings shall be held during lunch or after work to minimize impact on work.

4.2 Financial Matters and Procedures

It is the Treasurer's responsibility to ensure that YPAC's financial records are complete and accurate, not only for reporting to the AB, EC and members, but also for tax and accounting purposes, including accounting for the Goods and Services Tax (GST). It is required to record and account for the full amount of all receipts and all payments.

4.3 Attendance Charges

Where an attendance fee is charged for a YPAC event, it is generally easier for the EC to collect these fees during the event (in cash) and for the EC to reimburse members for any minor out-of-pocket expenses that they have paid from the money collected on the night.

The following is required after an event:

- any excess money received to be deposited into the CTC bank account;
- prepare an event report including:
 - the total collected;
 - the details of the individual amounts paid out; and if possible,
 - copies of the invoices supporting the payments;
 - attendees list.

Attachment 1 may assist in accounting for attendance charges, money paid out and the amount banked.

4.4 Out of Pocket Expenses

All expenses have to be pre-approved by the President and Treasurer. Where an EC member has personally paid for an expense and has not already been reimbursed out of cash collected on the night, YPAC will reimburse the payer. Expenses shall be submitted to the Treasurer using the sample expense form in Attachment 1. Copies of supporting invoices or other documents along with the banking details of the payee are to be provided. Approved EC costs incurred by its members will be reimbursed.

Expense reports are pre-approved by the Treasurer of YPAC. Pre-approved expense reports are approved by two executives of the CTC. Cheques are issued by the CTC, and cheques are made payable to the CTC.

For the wire transfer of funds, please see Attachment 2.

4.5 Accounting for GST

As a non-profit organization, the CTC recovers the GST paid or payable on the purchases and expenses related to its commercial activities. All expense reports must include GST amounts. The Treasurer of YPAC pre-approves expense reports and provides the pre-approved expense reports to the Treasurer of the CTC. The Treasurer of the CTC will then submit the quarterly GST return.

5 SPONSORSHIP AND SUPPORTING FUNDING

YPAC will seek sponsorship for its initiatives from the industry. A budget shall be prepared estimating each event/initiative cost. Sponsorship application shall be done using the sample Sponsorship Letter in Attachment 3 and any applicable guidelines of the organization/company being approached.

The following outlines the principles to be adhered to with regard to members' sponsorship/support of YPAC events:

- The financial cut-off between Sponsorship versus Support is \$1000 – a contribution of over \$1000 is considered Sponsorship while equal to or below \$1000 is considered Support.
- Sponsorship earns the right to the display of the Sponsor's logo at the applicable event, website, and on the promotional brochure.
- Support earns the right to a mention on the promotional brochure, e.g. "drinks and nibbles provided by (Sponsor Name)".

The CTC will issue an invoice for each event. The details of the sponsor, including the company name and address details, the contact person within the company, the event details and the amount to be charged excluding Goods and Services Tax (GST) shall be provided to the CTC by the EC member responsible for the event.

YPAC Business Plan may assist in obtaining sponsorship.

6 CHARTER REVISIONS

Any revisions to the Charter will be reviewed by the AB and approved by the CEC. It is the responsibility of the President to inform all YPAC members of any changes to the Charter.

ATTACHMENT 1 - SAMPLE EXPENSE FORM

ATTACHMENT 2 - CTC OF OMAE BANK ACCOUNT INFO

ATTACHMENT 3 - SAMPLE SPONSORSHIP LETTER

ATTACHMENT 4 - EVENT PLANNING CHECKLIST

ATTACHMENT 5 - CONTACT LIST

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