

## **ABP Delegate Responsibilities**

### **It is the responsibility of an elected or appointed delegate to:**

- a) represent the producers in their zone or producer association and
- b) communicate with producers and fellow delegates.

ABP values two-way communication between grassroots producers and ABP.

### **It is the duty of a delegate to:**

- a) act honestly and in good faith with a view to the best interests of the Alberta beef industry while representing the zone or producer association for which they were elected;
- b) perform their responsibilities with loyalty, diligence, commitment, skill and prudence and give such attention to the affairs of ABP in their zone or producer association as required;
- c) exercise the right to vote with respect to each issue before the zone or committee unless a conflict of interest is declared. A delegate has the right to request any and all information reasonably required to enable them to make an informed decision; and
- d) gain an understanding of the finances of ABP and be prepared to vote on a motion to approve the annual budget, the audited financial statements and appointment of ABP's auditor for the coming year.

### **An effective delegate must:**

- a) prepare for, regularly attend and actively participate in ABP meetings (including the Annual General Meeting, the Semi-Annual Meeting and producer meetings), zone meetings, committee meetings;
- b) fully participate in decision making processes concerning ABP, the zone, committee;
- c) be informed on ABP 'news and views' and seek an understanding of issues, including issues that affect ABP, the zone or the producer association;
- d) be prepared to communicate with local producers in the zone or producer association with respect to the activities, affairs and issues facing producers;
- e) solicit input from local producers on an ongoing basis;
- f) keep ABP and the zone director informed as to the views and comments of producers in the zone or producer association;
- g) encourage eligible producers to consider running as a delegate and to regularly attend producer meetings;
- h) prepare for, regularly attend, actively participate and be prepared to report on your committee area; and
- i) self-evaluate their effectiveness as a delegate.

### **In order for a delegate to carry out these responsibilities ABP will:**

- a) provide the tools, training and support to enable delegates to communicate effectively;
- b) provide the environment to discuss, debate and make decisions on industry issues to form ABP action plans and policy;
- c) provide messaging to be delivered;
- d) provide the environment for delegates to report back to ABP; and
- e) reimburse delegates for out of pocket expenses incurred while conducting ABP business.