

## **SECTION 4 - TERMS OF REFERENCE –**

Amended and approved by BCAHA Board, Midterm 2014

### **4.1 EXECUTIVE COMMITTEE**

PURPOSES	Shall be responsible for the management of the affairs of the Society between Board meetings, for the custody of all records and documents of the Society, and the supervision and evaluation of any hired staff and contractors.
COMPOSITION	<ul style="list-style-type: none"><li>• President, Vice-President, Secretary, Director of Finance, Director of Communications, and Immediate Past President.</li><li>• President shall chair Executive Committee.</li></ul>
TERM	Members of the Executive Committee are elected annually and coincide with terms of office for elected officers.
ACCOUNTABILITY	The Committee reports to the Board of Directors and the membership of BCAHA.
RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Responsible for updates and compliance with the Constitution, Bylaws, policies, and procedures.</li><li>2. Oversee implementation of policies, goals, and priorities as established by the Board of Directors.</li><li>3. Review and process resolutions for presentation at annual or special meetings of members.</li><li>4. Review and delegate nomination duties following the Bylaws.</li><li>5. Provide information for the BCAHA board to create a common understanding of finance.</li><li>6. Report on Executive Committee activities to the Board of Directors.</li><li>7. Oversee the granting of the Tribute Fund Bursaries and to research and pursue sources of revenue to grow the Tribute Fund.</li></ol>

## 4.2 FINANCE COMMITTEE

PURPOSES	To be cognizant of the financial position of the BCAHA through vigilance and ongoing review and to research and pursue sources of revenue that will enhance and sustain the work of BCAHA.
COMPOSITION	Chair - Director of Finance and other Directors as appointed.
TERM	The President appoints members annually.
ACCOUNTABILITY	The Committee reports to and consults with the BCAHA board at all regularly called meetings of the Board or when specifically requested by the President or Executive Committee.
RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Review current financial statements identifying specific details of BCAHA current sources of revenue and obligations.</li><li>2. Administer the granting of funds to Auxiliaries as per the BCAHA Financial Assistance Guidelines.</li><li>3. Administer the BCAHA Financial Assistance guidelines (see attached).</li><li>4. Manage expenses and assess opportunities to increase existing resources.</li><li>5. Provide information for the BCAHA board to create a common understanding of finance</li><li>6. Ensure that all BCAHA gaming activities fully comply with guidelines and conditions issued by the B.C. Gaming Policy and Enforcement Branch according to British Columbia gaming legislation.</li><li>7. Oversee the granting of Tribute Fund bursaries, and to research and pursue sources of revenue to grow the Tribute Fund.</li></ol>

### 4.3 COMMUNICATIONS COMMITTEE

PURPOSES	To enhance communications with members, and to increase the profile of BCAHA and its members.
COMPOSITION	Chair – Director of Communications Committee comprised of appointed Directors and external resources as required.
TERM	The President appoints members annually.
ACCOUNTABILITY	The Committee reports to and consults with the BCAHA Board.
RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Review all current materials in use for communications to ensure compliance.</li><li>2. Provide an annual Communications Strategy.</li><li>3. The present proposal, including a budget, to the BCAHA Board for approval</li><li>4. Accept responsibility for other projects as directed by the BCAHA Board.</li></ol>

#### 4.4 NOMINATING COMMITTEE

PURPOSES	To recruit qualified candidates for election as Officers on the BCAHA Board of Directors at the Annual General Meeting.
COMPOSITION	Chair - Immediate Past President and at least two other auxiliary leaders as appointed.
TERM	From the date of appointment until close of the Annual General Meeting.
ACCOUNTABILITY	The Nomination Committee reports to and consults with the Board.
RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Issue a timely call for nominations from the membership.</li><li>2. Identify and recruit qualified candidates for election as Officers on the BCAHA Board of Directors.</li><li>3. Review nominations received and confirm the qualifications of proposed nominees.</li><li>4. Prepare and issue Report of the Nominating Committee to membership.</li><li>5. Conduct election/declare acclamation at the Annual General Meeting.</li></ol>

#### 4.5 AREAS COMMITTEE

PURPOSES	Provide a forum for all Area Directors to exchange information, discuss problems and resolutions related to Auxiliaries within their respective Areas.
COMPOSITION	BCAHA Past President as Chair or another Executive Member as appointed by the President  Duly elected Area Director from each of the six geographical areas of the B.C. Association of Healthcare Auxiliaries
TERM	Area Directors are elected annually for a one-year term.
ACCOUNTABILITY	The Committee reports to and consults with the Board of Directors
RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Be knowledgeable of activities of the Auxiliaries within their respective areas to provide input for discussion and referral to the Board of Directors.</li><li>2. Be knowledgeable of Operational Guidelines for Area contained as outlined in the current Area Directors manual.</li><li>3. Regularly review the duties and responsibilities of an Area Director and provide recommendations for orientation and continuing education and training.</li></ol>