

SECTION 3 – ROLES AND RESPONSIBILITIES

3.1 PRESIDENT

Term of Office: 1 year; eligible for re-election for a 2nd consecutive 1-year term unless in the event of extenuating circumstances determined by the Board, may be extended for, but limited to, an additional year pending approval by the members at or before an AGM.

Accountability: Accountable to the Board of Directors and membership of BCAHA.

Responsibilities:

1. The President is the chair of the Board and is responsible for supervising the other Directors in executing their duties.
2. Represent BCAHA as its spokesperson, including representations to Health Authorities and Government.
3. Promote and maintain positive, productive relationships with media, funders, donors and other organizations.
4. Preside over meetings of the Society, the Board and the Executive Committee.
5. Be conversant with the Constitution and Bylaws, the Mission, Vision and Values, and the goals and objectives of BCAHA.
6. Provide leadership over the affairs and activities of BCAHA.
7. Provide education to the Board concerning the Constitution and Bylaws, Mission, Vision and Values, goals and objectives of BCAHA and legal and ethical obligations as board members.
8. Encourage all board members to participate in the discussion and arrive at decisions in an orderly, timely and democratic manner.
9. In consultation with the Secretary, develop agendas for the Executive, Board, and all meetings of members.

10. Serve as an ex-officio member of all BCAHA committees, except the Nominating Committee.
11. Report the Executive Committee and Board decisions and actions promptly to the Board of Directors and membership.
12. Respond to requests for information and support from Board members and member auxiliaries.
13. MOTIVATE, MENTOR AND EMPOWER ALL BOARD MEMBERS AND COMMITTEE CHAIRPERSONS.
14. Be a signing officer for BCAHA.
15. Responsible for the AGM program and the Opening Ceremonies at the Provincial Conference.

Qualifications:

- Demonstrated leadership abilities.
- Ability to speak in public and represent BCAHA in a professional, positive manner.
- Excellent verbal, written and electronic communication skills; proven skills at chairing meetings in a businesslike manner; builds consensus.
- SUPERIOR organizational skills.
- An understanding of financial statements, fundraising, budget processes, and donor recognition.
- Ability to build strong and useful relationships with other stakeholders.
- Preferably have held a Director position on the BCAHA Board.

3.2 VICE PRESIDENT

Term of Office: 1 year; eligible for re-election for a 2nd consecutive 1-year term.

Accountability: Reports to the Board through the President.

Responsibilities:

1. Serve as a member of the Executive Committee.
2. Be prepared to carry out the duties of the President during the President's absence.
3. Be conversant with the Constitution and Bylaws, Mission Statement, goals and objectives of BCAHA.
4. Serve as Chair of the Conference Committee of the Board and is responsible for planning and coordination of "the" Annual Provincial Conference, except the AGM program and the Opening Ceremonies.
5. Fulfill other duties as assigned by the Board or the Executive Committee.
6. Be a signing officer for BCAHA.
7. Fully Conversant with the Health Care Protection Plan (HCPP) and be the liaison between BCAHA and HCPP liaison.

Qualifications:

- Demonstrated leadership abilities.
- Excellent verbal, written and electronic communication skills, proven skills at chairing meetings and building consensus.
- Superior organizational skills.
- An understanding of financial statements, revenue development, fundraising and donor recognition.

3.3 SECRETARY

Position Summary:

Responsible for administration and clerical tasks necessary to the effective functioning of the Association.

This position is part of the BCAHA Executive Committee.

Term of Office: 1 year; eligible for re-election for a 2nd consecutive 1-year term.

Accountability: Accountable to the BCAHA Board of Directors.

Functions and Responsibilities:

1. Acts as a recording secretary for all board and committee meetings and the Annual General Meeting.
2. Co-ordinates Board of Directors meetings including preparation of the agenda in consultation with the President (Chairperson), distribution of board packages and facility arrangements.
3. Gathers information for inclusion in Board reports as required, produces and distributes minutes as appropriate (within 10 working days from the meeting), distributes informational packages before meetings.
4. Helps to coordinate and plan the Annual General Meeting in consultation with the President including packages for attendees.
5. Maintains all directional documents of the Society with assistance as required – Mission, Vision, Values, Constitution and By-Laws, Policies and Procedures, Strategic Plans, updates as requested by the Board.
6. Maintains and updates membership list with all pertinent information (Auxiliary name, legal address, society status and number, charity status and number, current contact information President and one another as applicable, that is, email address, telephone number).
7. Manages some correspondence in consultation with the President.
8. Prepares Annual Statistic packages for distribution and compiles the BCAHA Reports and AGM Agenda document for distribution to member auxiliaries.
9. Maintain a motion book with the following procedure for motions:

* All main motions (except ones that are withdrawn), along with the name of the member making the motion (but not the name of the person who seconded the motion

* The final wording of the motions, either as adopted or as disposed of. If it's appropriate to include mention of debate or amendment, you can note these items parenthetical

10. Chair of Forms Committee

BCAHA Secretary: Overview of qualification and skills requirements

- Good organization skills.
- Excellent verbal, written and electronic communication skills.
- Good working knowledge of Word and Excel programs.
- Good working knowledge of BCAHA directional documents.
- Familiarity with the recording and reporting requirements of BC Societies.
- Familiarity with the structure of BCAHA and its member auxiliaries

3.4 DIRECTOR OF FINANCE

Term of Office: 1-year term; eligible for re-election for 3 to 5 full consecutive 1-year terms.

Accountability: Reports to the Board through the President.

Responsibilities:

1. Serve as a member of the Executive Committee.
2. Be conversant with the Constitution and Bylaws, the Mission, Vision and Values, goals and objectives of BCAHA.
3. Participate actively and knowledgeably in all Board and Executive Committee meetings.
4. Maintain the financial records, including books of account, necessary to comply with the Society Act and to meet Canada Revenue Agency regulatory requirements, and if required, act as a reporting liaison between the board and external financial contractor.
5. Render financial statements to the Directors, Members, and others when required.
6. Be a signing officer of BCAHA.
7. Be responsible for all BCAHA financial transactions and activities, including budget preparation and reports required for the year-end review.
8. Respond to requests for information and support from Board members and member auxiliaries.
9. Serve as Chair of the Finance and the BCAHA Tribute Bursary and Committees.
10. Fulfill other duties as assigned by the Board or the Executive Committee
11. Sign all Contracts
12. Be conversant with BC Gaming rules and regulations and reporting.

Qualifications:

- Previous experience as a treasurer/financial manager with a recognized organization.
- Knowledge of basic accounting principles with the ability to work with or learn Quick Books.
- Strong fiscal knowledge and the ability to read financial statements and understand budgeting processes.
- Ability to assess revenue development, fundraising, and donor recognition proposals.
- Build relationships with professionals, donors, and stakeholders
- Good communicator with leadership abilities.

3.5 DIRECTOR of COMMUNICATIONS

Term of Office: 1-year term; eligible for re-election for up to 5 full consecutive 1-year terms.

Accountability: Reports to the Board through the President.

Responsibilities:

1. Serve as a member of the Executive Committee.
2. Be conversant with the Constitution and Bylaws, the Mission, Vision and Values, goals and objectives of BCAHA.
3. Initiate development and oversee all aspects of the BCAHA website and Social Media to ensure the objectives for the sites are being met.
4. Serve as Chair of the Communications Committee. Which includes an oversight of the BCAHA Newsletter.
5. Seek opportunities to raise awareness of the contributions made by member auxiliaries to the healthcare system and the general public.
6. Provide recognition for member auxiliaries through contests and displays at annual conferences.
7. Respond to requests for information and support from Board members and member Auxiliaries.

Qualifications:

1. Basic understanding of what it means to have brand recognition and how to adapt to the ever-changing landscape of marketing and communications techniques.
2. Demonstrated leadership abilities and effective team development.
3. Excellent verbal, written and electronic communication skills.
4. Be conversant with current social media practices.
5. Understanding of financial matters and budgeting process.

3.6 IMMEDIATE PAST PRESIDENT

Term of Office: Two years

Accountability: Reports to the Board through the President.

Responsibilities:

1. Serve in an advisory capacity to the Executive Committee and the Board.
2. Serve as a member of the Executive Committee.
3. Participate actively and knowledgeably in all Board and Executive Committee meetings.
4. Serve as chair of the Nominations Committee.
5. Serve as Chair of Areas Directors (AD)
6. Fulfill other duties as assigned by the Board or the Executive Committee.

Qualifications:

- Past BCAHA provincial President.

3.7 AREA DIRECTOR

Term of Office: 1 year; eligible for re-election for a 2nd consecutive 1-year term. May be appointed by the President for a third year.

Accountability: Reports to the Board through the Area Chair.

Responsibilities:

1. Serve as a member of the Board of Directors.
2. Be conversant with the Constitution and Bylaws, the Mission, Vision and Values, and the goals and objectives of BCAHA.
3. Act as the liaison between the member auxiliaries in their Area and the Board.
4. Provide input for discussion and referral to the Board of activities/issues from auxiliaries within their designated Area.
5. Carry out the directives of the Board within the Area Directors designated Area.
6. Be responsible for conducting an annual general meeting in their designated Area in conjunction with a meeting of all Area Presidents or Area Conference.
7. Be responsible for BCAHA Area Funds for their designated Area, prepare budgets and report financial transactions to the member auxiliaries in their designated Area and submit financial statements and minutes to the BCAHA Secretary.
8. Fulfill other duties which could include committee duties assigned by the Board or the Executive Committee.

Qualifications:

- Prefer a member in good standing of a member auxiliary.
- Excellent verbal, written and electronic communication skills.
- Good understanding of financial matters and budgeting process.

3.8 COMMITTEES:

PURPOSE:

To provide direction for all internal BCAHA communication initiatives as directed by the Board.