

**Guideline to Roles and Responsibilities**

**AN EXECUTIVE'S MANUAL**

# SESSION OVERVIEW

---

- × An interactive forum
- × Presentation of topics, ideas
- × Review and discussion period
- × Task time

# AGENDA

---

- ✘ Leadership
- ✘ Roles and Responsibilities
  - + President
  - + Vice President
  - + Treasurer
  - + Secretary
- ✘ Annual Timelines

# LEADERSHIP

---

- ✘ A process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task.
- ✘ Organizing a group of people to achieve a common goal.





# LEADERSHIP

---

## Qualities of a Leader

+ Team builder

+ Mentor

+ Coach

+ Visionary

# THE PRESIDENT'S ROLE

---

- ✘ Provides leadership over the affairs and activities of the Auxiliary.
- ✘ Knows the Constitution and Bylaws.
- ✘ Understands the Mission, Vision, Goals and Objectives of the Auxiliary.
- ✘ Represents the Auxiliary as its spokesperson.

# THE PRESIDENT'S RESPONSIBILITIES

---

- ✘ Supervises and provides direction to the executive in the execution of their duties.
- ✘ Mentors the Vice President
- ✘ Reports Executive Committee decisions and actions to the membership in a timely manner.

# PRESIDENT'S RESPONSIBILITIES

---

## Auxiliary Related:

- ✘ Prepare and preside over executive, general, and AGM meetings.
- ✘ Review wish list from health facility
- ✘ Ongoing recruitment for executive positions
- ✘ Annual Society Report
- ✘ Auxiliary Day – May 9<sup>th</sup>.



# PRESIDENT'S RESPONSIBILITIES

---

## BCAHA Related:

- ✘ Stat forms and dues for Area Rep and BCAHA office.
- ✘ Review Area and Provincial conference packages, and prepare report.
- ✘ Relay promptly all BCAHA messages, updates etc. to members.
- ✘ Attend Presidents meetings

# THE VICE PRESIDENTS' ROLE

- ✘ Serve as a member of the executive committee.
- ✘ Be familiar with the Constitution and Bylaws.
- ✘ Understand the Mission, Vision, Goals and Objectives of the Auxiliary.
- ✘ Be prepared to carry out the duties of the President during the President's absence.
- ✘ Fulfill other duties as assigned by the President or executive committee.

# VICE PRESIDENT'S RESPONSIBILITIES

---

- ✘ Assist President with AGM
- ✘ Review conference packages - both Area and Provincial:
- ✘ Be responsible for:
  - + Reservations, travel, # delegates etc.
  - + Photos for contest
  - + Items for Silent Auction
- ✘ Job shadow the President



# THE TREASURERS' ROLE

---

- ✘ **Serve as a member of the executive committee.**
- ✘ **Be familiar with the Constitution and Bylaws.**
- ✘ **Understand the Mission, Vision, Goals and Objectives of the Auxiliary.**
- ✘ **Be a signing officer of the Auxiliary.**
- ✘ **Be responsible for all financial activities.**



# THE TREASURERS' RESPONSIBILITIES

- ✘ Prepare and provide regular financial reports.
- ✘ Maintain all financial records, document, etc.
- ✘ Prepare annual draft budget for approval.
- ✘ Prepare cheques when requested. \*\*\*\*
- ✘ Prepare and submit all government tax remittances GST/PST.

# THE SECRETARYS' ROLE

---

- ✘ Attend and take minutes for all meetings (general, executive, and AGM).
- ✘ Record and keep all correspondence.
- ✘ Keep the Motions book.

# THE SECRETARYS' RESPONSIBILITIES

- ✘ Prepare annual Society report.
- ✘ Prepare and receive correspondence.
- ✘ Prepare and provide minutes in a timely fashion.
- ✘ Record the Motions accurately.

# RESOURCES

---

## Where do we find:

- ✘ Information
- ✘ Forms
- ✘ Links to relevant websites
  - + BCAHA website: [www.bchealthcareaux.org](http://www.bchealthcareaux.org)
  - + BCAHA office: 604 714-2392
  - + Area Representatives
  - + Executive Handbook



# RESOURCES

---

## Relevant websites:

### ✘ BC Society Act

+ [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

### ✘ BC PST Exemptions

<http://www.taxtips.ca/bcpst/bcpstexemptions.htm>

### ✘ PST Refunds

[https://www.sbr.gov.bc.ca/documents\\_library/bulletins/pst](https://www.sbr.gov.bc.ca/documents_library/bulletins/pst)

### ✘ BC Gov't

+ <http://www2.gov.bc.ca/>

# WRAP UP

---

- ✦ Thank you for:
  - ❖ Your attendance,
  - ❖ Your participation,
  - ❖ Your commitment to your auxiliary and your healthcare facility.
- ❖ Enjoy the rest of your time at conference

