



BC Association of Healthcare Auxiliaries

Helping Healthcare the Auxiliary Way

British Columbia Association of Healthcare Auxiliaries

"Helping Healthcare the Auxiliary way"

CALL FOR NOMINATIONS

February 4th, 2022

Greetings to all Member Auxiliaries!

Each year we notify our member Auxiliaries at least 60 days in advance of the Annual General Meeting that an election of officers will take place at the AGM. The meeting is scheduled for Monday, April 4, 2022.

The BCAHA Board of Directors consists of 14 members, President, Vice-President, Secretary, Director of Communications, Director of Finance, Past President (these six Directors form the Executive Committee), and 8 Area Directors.

All Executive positions with the exception of Past President are open for nominations from qualified candidates. **Deadline for receipt of Nominations is March 4th , 2022.**



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Nomination Criteria: An overview of the qualification requirements is attached.

Each nomination must include the following:

1. A nomination form from the home Auxiliary of the nominee.
2. A brief summary of the nominee's Auxiliary experience and qualifications.
3. Consent form duly signed by the nominee.

In accordance with article 5.12.2 of the Policies and Procedures of the British Columbia Association of Healthcare Auxiliaries, eligibility is defined as follows:

Eligibility

5.12.2 To be eligible for nomination, elected, appointed or to continue to serve as a Director, a person must be a member in good standing of a member auxiliary and have the required skills and experience to fulfill the position.

A nominee for the position of president shall have held a Director position on the BCAHA Board.

Please send nominations either electronically, manderson.bcaha@shaw.ca, or by hard copy to:

Marge Anderson,

P.O. Box 914, Lake Cowichan, B.C. V0R 2G0

Warm Regards,

Marge Anderson BCAHA Past President, Chair of Nominations, 2022



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NOMINATION FORM

The _____ Auxiliary is pleased to nominate

_____ for the position of _____

Resume of the nominee is attached.

CONSENT FORM

I, _____ of the _____

_____ Auxiliary consent to allow my name to be placed in

Nomination for the position of _____ of the British Columbia

Association of Healthcare Auxiliaries for the 2022-2023 term.

Signed _____

Auxiliary President _____

Date _____



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QUALIFICATIONS

PRESIDENT

1. Shall have held a Director position on the BCAHA Board.
2. Demonstrated leadership abilities with previous knowledge and experience of board roles and responsibilities
3. Good organizational skills.
4. Excellent verbal, written and electronic communication skills; proven skills chairing meetings in a business-like manner; ability to build consensus.
5. Understanding of financial statements, revenue development, fund-raising, budget processes and donor recognition.
6. Ability to speak in public and represent BCAHA in a positive and professional manner.
7. Ability to build strong and useful partnerships with other stakeholders.

VICE-PRESIDENT

1. Demonstrated leadership abilities with previous knowledge and experience of board/executive roles and responsibilities within healthcare auxiliaries or other non-profit organizations.
2. Excellent verbal, written and electronic communication skills, proven skills at chairing meetings and building consensus.
3. Good organizational skills.
4. An understanding of financial statements, revenue development, fund-raising and donor recognition.
5. Ability to motivate, mentor and empower through team work.

SECRETARY

1. Good organizational skills.
2. Excellent verbal, written and electronic communication skills.
3. Good working knowledge of Word and Excel programs.
4. Good working knowledge of BCAHA directional documents.
5. Familiarity with the recording and reporting methods of BC Societies.
6. Familiarity with the structure of BCAHA and its member auxiliaries.



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DIRECTOR OF FINANCE

1. Previous experience as a treasurer/financial manager with a recognized organization.
2. Knowledge of basic accounting principles with the ability to work with or learn Simply Accounting.
3. Strong fiscal knowledge and ability to read, and understand financial statements and budgeting processes.
4. Ability to assess revenue development, fund-raising and donor recognition proposals.
5. Ability to build relationships with professionals, donors and other stakeholders.
6. Excellent communication skills and proven leadership abilities.

DIRECTOR OF COMMUNICATIONS

1. A basic understanding of what it means to have brand recognition and the ability to adapt to the ever-changing landscape of marketing and communication techniques.
2. Demonstrated leadership abilities and effective team development skills.
3. Excellent verbal, written and electronic communications skills.
4. Ability to understand financial matters and budgeting processes.
5. A basic understanding of auxiliary activities and operations.



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