

SECTION 3 – ROLES AND RESPONSIBILITIES

(Amended and approved, BCAHA midterm meeting, October 2014)

3.1 PRESIDENT

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

Accountability: Accountable to Board of Directors and membership of BCAHA

Responsibilities:

1. Represent BCAHA as its spokesperson, including representations to Health Authorities and Government.
2. Promote and maintain positive, productive relationships with media, funders, donors and other organizations.
3. Preside over meetings of the Society, the Board and the Executive Committee.
4. Be conversant with the Constitution and Bylaws, the Mission, Vision and Values, goals and objectives of BCAHA.
5. Provide leadership over the affairs and activities of BCAHA and supervise other Officers and Directors in the execution of their duties.
6. Provide education to the Board with respect to the Constitution and Bylaws, Mission, Vision and Values, goals and objectives of BCAHA and legal and ethical obligations as board members.
7. Encourage all board members to participate in discussion and arrive at decisions in an orderly, timely and democratic manner.
8. Provide leadership in the hiring and evaluation of the Executive Director.
9. Arrange for performance and contract reviews of the Executive Director.
10. Act as the primary liaison between the Board and the Executive Director.
11. In consultation with the Executive Director, develop agendas for Executive, Board, and all meetings of members.

12. Delegate specific duties to the Executive Director, Board Members and/or create committees as appropriate for the effective and efficient administration of BCAHA.
13. Motivate, mentor and empower all committee chairpersons and Area Representatives as may be needed from time to time.
14. Serve as an ex-officio member of all BCAHA committees, except the Nominating Committee.
15. Report Executive Committee and Board decisions and actions in a timely manner to the Board of Directors and membership.
16. Respond to requests for information and support from Board members and member auxiliaries.
17. Perform such other duties as may be designated by the Board or the Executive Committee.

Qualifications:

- Shall have held a Director position on the BCAHA Board.
- Demonstrated leadership abilities with previous knowledge and experience of board roles and responsibilities.
- Good organizational skills.
- Excellent verbal, written and electronic communication skills; proven skills at chairing meetings in a businesslike manner; builds consensus.
- An understanding of financial statements, revenue development, fund raising, budget processes and donor recognition.
- Ability to speak in public and represent BCAHA in a professional, positive manner.
- Ability to build strong and useful relationships with other stake holders.

3.2 VICE PRESIDENT AND DIRECTOR OF EDUCATION

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. Participate actively and knowledgeably in all Board and Executive Committee meetings.
5. Participate in the hiring and evaluation of the Executive Director.
6. Serve as Chair of the Conference and Education Committee of the Board.
7. Responsible for conference planning and coordination of all aspects of the annual provincial conference.
8. Provide leadership and direction for the development and delivery of education programs.
9. Respond to requests for information and support from Board members and member auxiliaries.
10. Fulfill other duties as assigned by the Board or the Executive Committee.

Qualifications:

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

3.3 DIRECTOR OF FINANCE

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. Participate actively and knowledgeably in all Board and Executive Committee meetings.
4. Participate in the hiring and evaluation of the Executive Director.
5. Serve as Chair of the Finance Committee.
6. Maintain the financial records, including books of account, necessary to comply with the Society Act and to meet Canada Revenue Agency regulatory requirements.
7. Render financial statements to the Directors, Members and others when required.
8. Be a signing officer of BCAHA.
9. Be responsible for all BCAHA financial transactions and activities, including budget preparation and reports required by the auditor for the year-end review.
10. Respond to requests for information and support from Board members and member auxiliaries.
11. Serve as Chair of the BCAHA Tribute Fund Committee.
12. Fulfill other duties as assigned by the Board or the Executive Committee.

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 Simply Accounting.
- Strong fiscal knowledge and 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 other stakeholders.
- Good communicator with leadership abilities.

3.4 DIRECTOR OF MARKETING AND 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. Participate actively and knowledgeably in all Board and Executive Committee meetings.
4. Participate in the hiring and evaluation of the Executive Director.
5. Serve as Chair of the Marketing and Communications Committee.
6. Provide leadership and direction for all marketing and communications initiatives - annual reports, association newsletters, press releases, and Auxiliary Day promotions.
7. Initiate development and oversee all aspects of the BCAHA website ensuring that the objectives for the site usage are being met.
8. Ensure that BCAHA models effective branding to benefit both the provincial association and member auxiliaries.
9. Seek opportunities to raise awareness of the contributions made by member auxiliaries both with the health care system and with the general public.
10. Provide recognition for member auxiliaries through contests and displays at annual conferences.
11. Respond to requests for information and support from Board members and member auxiliaries.
11. Fulfill other duties as assigned by the Board or the Executive Committee.

Qualifications:

- A basic understanding of what it means to have brand recognition and how to adapt to the ever-changing landscape of marketing and communications techniques.
- Demonstrated leadership abilities and effective team development.
- Excellent verbal, written and electronic communication skills.
- Understanding of financial matters and budgeting process.

3.5 IMMEDIATE PAST PRESIDENT

Term of Office: Two years or until succession

Accountability: Reports to the Board through the President

Responsibilities:

1. Serve in an advisory capacity to the Executive Committee and to the Board.
2. Serve as a member of the Executive Committee.
3. Be conversant with the Constitution and Bylaws, the Mission, Vision and Values, goals and objectives of BCAHA.
4. Participate actively and knowledgeably in all Board and Executive Committee meetings.
5. Participate in the hiring and evaluation of the Executive Director.
6. Serve as chair of the Nominations Committee and appoint at least 2 other committee members.
7. Serve as Chair of Areas.
8. Respond to requests for information and support from Board members and member auxiliaries.
9. Fulfill other duties as assigned by the Board or the Executive Committee.

Qualifications:

- Past BCAHA provincial President.

3.6 AREA REPRESENTATIVE

Term of Office: 1 year; eligible for re-election for a 2nd consecutive 1-year term. May be appointed by the President for a 3rd and final 1-year term.

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, goals and objectives of BCAHA.
3. Participate actively and knowledgeably in all Board and Committee meetings.
4. Act as the liaison between their designated Area and the Board.
5. Provide input for discussion and referral to the Board of activities/issues from auxiliaries within their designated Area.
6. Carry out the directives of the Society within the Area Representative's designated Area.
7. Be responsible to conduct an annual general meeting in their designated Area in conjunction with a meeting of all Area Presidents or Area Conference.
8. 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 to the Board.
9. Respond to requests for information and support from member auxiliaries.
10. Fulfill other duties as assigned by the Board or the Executive Committee.

Qualifications:

- Must be a member in good standing of a Member Auxiliary in their area.
- Demonstrated leadership abilities as an Auxiliary member.
- Excellent verbal, written and electronic communication skills.
- Good understanding of financial matters and budgeting process.
- Understand the need for and promote effective branding to benefit both the provincial association and member auxiliaries.