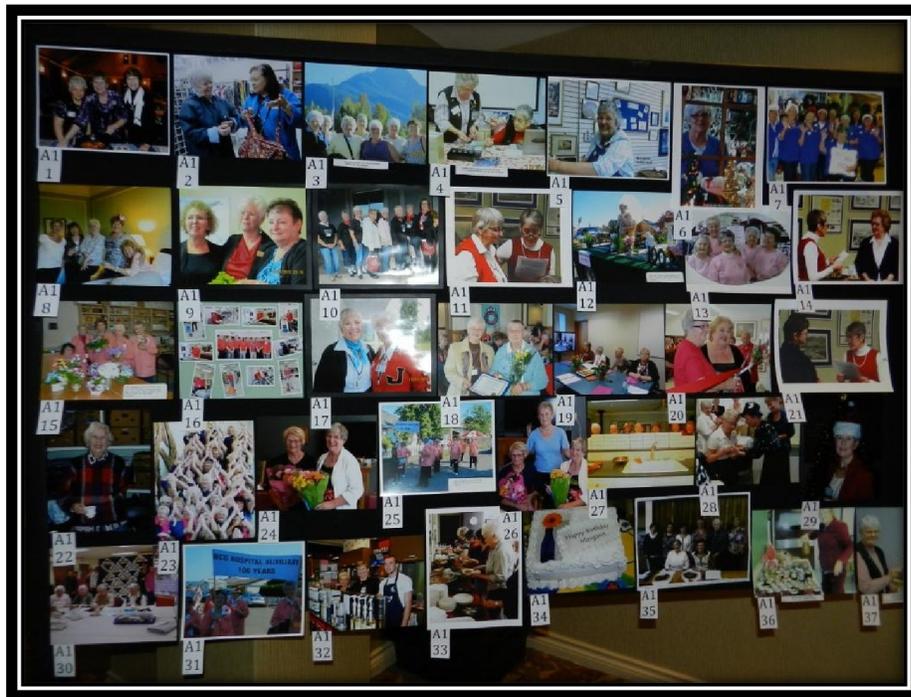


SECTION 1

AN OVERVIEW – BCAHA



An Overview of the BC Association of Healthcare Auxiliaries

The mission of BCAHA and their reason for being is to link and strengthen Auxiliaries at the heart of healthcare. BCAHA is proud to have been of service to our member Auxiliaries since 1945, and we are dedicated to continuing with our efforts to provide education and support.

This handbook has been developed to provide your Auxiliary easy access to information pertaining to your Provincial Association, as well as key topics for effective operations of your Auxiliary. We have compiled the handbook in response to the suggestions and input of our member auxiliaries, and grouped topics into the following sections: An Overview of BCAHA; BCAHA Policies, Procedures and Practices; Effective Meeting Management; Taxation Overview; Financial Assistance for Member Auxiliaries; Gaming Information; Engaging Youth Volunteers; BCAHA Tribute Fund and Youth Bursary Program; Marketing and Media; and Samples of Selected BCAHA Forms.

An original copy of this handbook has been printed and delivered to your Auxiliary at the April, 2015 BCAHA Provincial Conference. It should become part of the permanent files of your Auxiliary, and readily available to each President to use during their term of office.

The handbook will be revised and updated from time to time, and you will be advised when this occurs. Any revisions/updates will be available on the BCAHA website, where you will be able to download and print them off in order to keep your Auxiliary's copy of the handbook updated.

A Guide to the BCAHA Website

In this Handbook, you will find many references to information and materials available on our BCAHA website. Here are a few hints and highlights to make your visits to the website more efficient and effective.

To find the website, Google "BCAHA" or enter www.healthcareaux.org in your web browser address bar. If you Googled "BCAHA" scroll down and click on "BC Association of Health Care Auxiliaries" You are now on the BCAHA website; to ensure that you are on its home page, click on HOME located in the small red box at the top right of the page.

Near the top of the page is a menu bar with key BCAHA areas of interest: About; Leadership; Member Directory; Youth Volunteers; News; Testimonials & Presentations. Click on these to learn about BCAHA, its member auxiliaries, and the latest in BCAHA news and events.

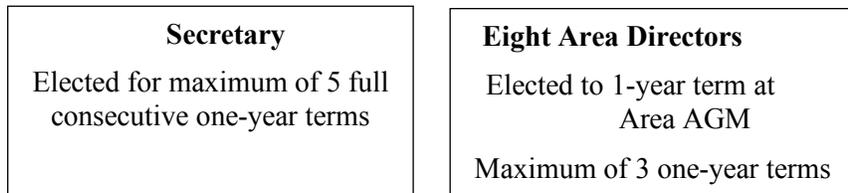
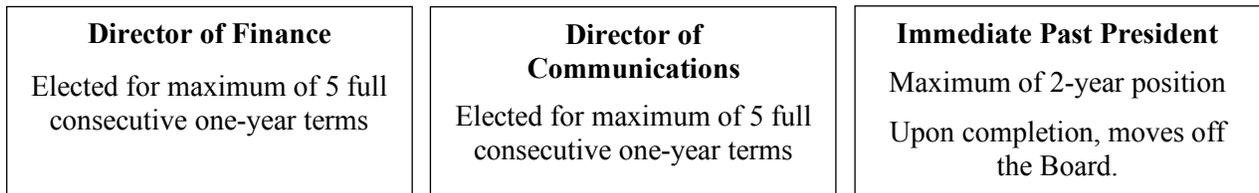
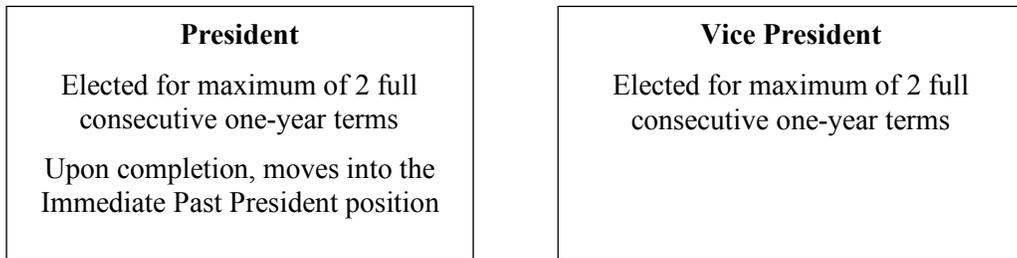
On the home page, sign up—and encourage others also—to receive the BCAHA Auxiliary Action newsletter. In the Member Directory, explore the websites and Facebook pages of other auxiliaries, especially those in your BCAHA Area.

- BCAHA Board Manual, Constitution & Bylaws, BCAHA emblem, statistics and application forms.
- Order from a wide selection of BCAHA pins (in upper right corner).
- Check useful links such as government websites, HCPP insurance, conference presentation notes and BCAHA archives.

We hope you will visit the website frequently, and that you will share with our marketing and communications director, as well as with our newsletter editor, the kinds of photos, stories and news items that will make the website more representative of Auxiliary members, activities, events and successes across the province.

A Structural Overview of BCAHA

The British Columbia Association of Healthcare Auxiliaries is an umbrella organization led by a Board of Directors, supported by an Executive Director. The Board is comprised of five executive officers, eight Area Representatives, and two appointed non-voting positions.



The six officers are the President, Vice President, Director of Finance, Director of Communications, Secretary, and the Immediate Past President. The eight Ara Directors provide direct liaison with the member auxiliaries within their areas as follows:

East Kootenay	Fraser Valley
Kootenay Boundary	Lower Mainland
Northeast	Northwest
Okanagan Mainline	Vancouver Island

Nominations for Provincial Office

The British Columbia Association of Healthcare Auxiliaries seeks to find the best qualified candidate for each available position in compliance with the bylaws of the Society. To this end, a list of qualifications and skills for each position is taken into account when reviewing nomination applications.

Nomination Criteria

Nominations must be received by the Nominating Committee Chair, forty-five (45) days before the Annual General Meeting.

Each nomination must include the following:

1. A letter of nomination from the home Auxiliary of the nominee.
2. Consent form signed by the nominee.
3. Biography describing the nominee's volunteer and work experience

Eligibility

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

General Information

- The auxiliary proposing the nomination **shall pay the nominee's expenses** to attend the Annual General Meeting unless the nominee is already serving on the Board of the Association.
- If there is **more than one candidate for a position**, each nominee shall be **expected to speak to the nomination** at the Annual General Meeting. **No other campaigning shall take place during the Annual General Meeting.**
- Nominees for Provincial offices may be invited to attend the Pre-Conference Board Meeting as observers.
- **Newly elected Directors for BCAHA are expected to attend the Post-Conference Board Meeting.**

The nomination and consent form may be downloaded and printed once you have logged in to the Members section of the BCAHA website, <http://www.bchealthcareaux.org/>

A copy also appears in Section 10 of this handbook.

The completed forms, along with the nominee's biography, should be mailed to:

**BCAHA Nominating Committee Chair,
300 – 2889 East 12th Avenue,
Vancouver, BC V5M 4T5**

Responsibilities of Member Auxiliaries

A member auxiliary must uphold the Constitution and comply with the bylaws of BCAHA.

Membership Dues

Members, with the exception of Life Members and Directors, shall pay annual membership dues.

These dues are established at a general meeting by a Majority Vote. A member auxiliary that has not paid its annual membership dues is not in good standing.

- Annual dues are payable in advance based on the membership numbers on January 1.
- Dues are to be included with statistics of the previous year and sent to the BCAHA office by January 31, along with the slate of officers for the new year.
- These statistics are vitally important, as they allow BCAHA to provide accurate information about the accomplishments of member Auxiliaries from across the province to funders, potential donors and other key stakeholders.
- There are two types of dues, provincial and local.

- Current provincial membership fees are \$5 per capita, while local dues vary from area to area; your Area Representative can advise you of the dues for your area.
- Your president or other local leaders is responsible for sending **both** forms (Statistics and Slate of Officers, with cheque for provincial dues) to BCAHA, **by January 31st**. A copy of the statistics form is included in Section 10, and is available on the BCAHA website.
- At the same time, **both** forms (Statistics and Slate of Officers, with cheque for local dues) are to be sent to your Area Representative.
- New members of BCAHA joining before the AGM pay full per capita dues.
- New members joining between the AGM and September 1 pay 2/3 per capita dues.
- New members joining after September 1 pay 1/3 per capita dues.

Ceasing to be a Member

Membership ceases and rights and privileges shall be forfeited upon:

- 1) The member organization or Life Member submitting a resignation in writing to the address of the Society; or
- 2) The member organization failing to pay the annual membership dues by the required date; or
- 3) The member organization or Life Member being expelled; or
- 4) Dissolution of the member auxiliary/service league; or
- 5) A Director ceasing to be a member of the Board.

Meetings of Members

BCAHA's annual general meeting shall be held once in every fiscal year and not more than fifteen (15) months after the adjournment of the previous annual general meeting.

Each member auxiliary in good standing shall designate **one** of its members as its **voting delegate** and may appoint an alternate in the absence of their voting delegate.

The voting assembly during annual general meetings shall consist of the voting delegate of member auxiliaries in good standing, Life Members and Directors of the Society, each of whom shall have **one** vote.

A quorum during general meetings shall be ten percent (10%) of member auxiliaries; at least fifty percent (50%) of the Areas shall be represented. Voting by proxy shall not be permitted.

Becoming a Life Member of the BCAHA

Life membership in the British Columbia Association of Healthcare Auxiliaries may be granted to an individual Auxiliary member as a token of high esteem. The membership may be granted based on the following criteria:

- The individual has served their auxiliary in an outstanding leadership and/or executive role for a minimum of ten years.
- The individual has served the auxiliary providing reliable service and commitment in any role for a minimum of 20 years.

A written letter from the auxiliary must be sent along with the application form outlining the reasons for the application, including a brief summary of the ways in which the member has served their auxiliary.

The application must be submitted to the BCAHA office together with a donation of \$200.00 payable to the BCAHA Tribute Fund. A copy of the application and the letter should also be sent to the Area Representative.

Upon approval, a certificate and pin representing Provincial Life Membership is presented to the individual, usually at the next BCAHA Annual General Meeting or as alternatively arranged. The pin and certificate can be presented at the next Area or Provincial conference.

Information required for a Life Membership Application includes the name of the nominating Auxiliary and details about the nominee's experience and service with the Auxiliary.

The nomination form may be downloaded and printed once you have logged in to the Members section of the BCAHA website, <http://www.bchealthcareaux.org/>

A copy also appears in Section 10 of this handbook.

The completed form should be mailed to:

BCAHA
300 – 2889 East 12th Avenue,
Vancouver, BC V5M 4T5

Risk Management Insurance Available to Auxiliaries in BC

A number of formal documents signed by the Executive Director of the Risk Management Branch of the Ministry of Finance under the Health Care Protection Program (HCPP) can be found on the website, under the Members section, at <http://www.bchealthcareaux.org/generalmembershipsection.htm>

This coverage is extended only to incorporated healthcare auxiliary organizations, as listed in Schedule A to be found at the link provided above. (Unincorporated auxiliaries are already covered as additional interests under coverage provided to the health authorities.)

It is important to note that this is a self-insurance program, and it is **not** intended to replace the commercially available insurance you will want to carry, such as fire insurance for your premises.

For specific queries on the policy wordings, auxiliaries are to contact BCAHA at info@bchealthcareaux.org

