

SECTION 4 - TERMS OF REFERENCE –

Amended and approved by BCAHA Board, Midterm 2014

4.1 EXECUTIVE COMMITTEE

PURPOSES	Shall be responsible for the management of the affairs of the Society between Board meetings, for the custody of all records and documents of the Society and for the supervision and evaluation of staff and contractors.
COMPOSITION	<ul style="list-style-type: none">• President, Vice-President and Director of Education, Director of Finance, Director of Marketing, and Communications, and Immediate Past President.• President shall chair Executive Committee.• Non- voting member, Executive Director.
TERM	Members of Executive Committee are elected annually and coincide with terms of office for elected officers.
ACCOUNTABILITY	The Committee reports to the Board of Directors and the membership of BCAHA.
RESPONSIBILITIES	<ol style="list-style-type: none">1. Responsible for updates and compliance with Constitution, Bylaws, policies and procedures.2. Oversee implementation of policies, goals and priorities as established by the Board of Directors.3. Review and process resolutions for presentation at annual or special meetings of members.4. Review and delegate nomination duties in accordance with the Bylaws.5. Determine appropriate priorities for the work of the Executive Director.6. Approve calendar of dates for meetings of the Board of Directors.7. Report on Executive Committee activities to Board of Directors.8. Consult informally by telephone or e-mail as needed.9. Conduct annual performance evaluations for board committees and board members.

4.2 EDUCATION COMMITTEE

PURPOSES	Planning and coordination of provincial conference; training and education opportunities for board members and member auxiliaries.
COMPOSITION	Chair – Vice President and Director of Education and other Directors as appointed.
TERM	The President appoints members annually.
ACCOUNTABILITY	The Committee reports to and consults with the BCAHA Board.
RESPONSIBILITIES	<ol style="list-style-type: none">1. Plan and coordinate all aspects of the annual provincial conference.2. Delegate conference responsibilities and provide direction to assisting Auxiliary, Executive Director and Board members.3. Prepare conference budget and program for Board approval.4. Determine, assess and prioritize education needs for board members and member auxiliaries.5. Initiate the delivery of training and education opportunities.6. Create a sustainability plan and budget for education program delivery.7. Conduct evaluation of all programs.

4.3 FINANCE COMMITTEE

PURPOSES	To be cognizant of the financial position of the BCAHA through vigilance and ongoing review and to research and pursue sources of revenue that will enhance and sustain the work of BCAHA.
COMPOSITION	Chair - Director of Finance and other Directors as appointed.
TERM	The President appoints members annually.
ACCOUNTABILITY	The Committee reports to and consults with the BCAHA board at all regular called meetings of the Board or when specifically requested by the President or Executive Committee.
RESPONSIBILITIES	<ol style="list-style-type: none">1. Review current financial statements identifying specific details of BCAHA current sources of revenue and obligations.2. Administer the granting of funds to Auxiliaries as per the BCAHA Financial Assistance Guidelines.3. Administer the BCAHA Financial Assistance guidelines (see attached).4. Manage expenses and assess opportunities to increase existing resources.5. Provide information and education for the BCAHA board in order to create a common understanding of finances and revenue development.6. Ensure that all BCAHA gaming activities fully comply with guidelines and conditions issued by the B.C. Gaming Policy and Enforcement Branch pursuant to British Columbia gaming legislation.7. Oversee the granting of Tribute Fund bursaries to deserving students in a human health related course of studies, and to research and pursue sources of revenue to grow the Tribute Fund.

4.4 MARKETING AND COMMUNICATIONS COMMITTEE

PURPOSES	To enhance communications with members, and to increase the profile of BCAHA and its members
COMPOSITION	Chair – Director of Marketing and Communications and other directors as appointed.
TERM	The President appoints members annually.
ACCOUNTABILITY	The Committee reports to and consults with the BCAHA Board.
RESPONSIBILITIES	<ol style="list-style-type: none">1. Identify the brand from the Mission, Vision and Values and current logo.2. Review all current materials in use for marketing / communications to ensure Compliance with the Review brand.3. Develop and keep current through annual review of Communications Strategy to support the BCAHA Strategic Plan.4. Present proposal, including budget, to the BCAHA Board for approval5. Assist Chair, Youth Engagement Committee in increasing awareness of BCAHA’s youth programs and services and of the mutual value of engaging Youth volunteers at the local level, through the development implementation of a promotion plan including the effective use of electronic communications and traditional media.6. Accept responsibility for other projects as directed by the BCAHA Board.

4.5 NOMINATING COMMITTEE

PURPOSES	To recruit qualified candidates for election as Officers on the BCAHA Board of Directors at the Annual General Meeting.
COMPOSITION	Chair - Immediate Past President and at least two other auxiliary leaders as appointed.
TERM	From date of appointment until close of the Annual General Meeting.
ACCOUNTABILITY	The Nomination Committee reports to and consults with the Board.
RESPONSIBILITIES	<ol style="list-style-type: none">1. Issue a call for nominations from the membership.2. Identify and recruit qualified candidates for election as Officers on the BCAHA Board of Directors.3. Review nominations received and confirm qualifications of proposed nominees.4. Prepare and issue Report of the Nominating Committee to membership.5. Conduct election/declare acclamation at the Annual General Meeting.

4.6 AREAS COMMITTEE

PURPOSES	Provide a forum for all Area Representative to exchange information, discuss problems and resolutions related to Auxiliaries within their respective Areas.
COMPOSITION	BCAHA Past President as Chair of Area Committee Duly elected Area Representative from each of the eight geographical areas of the B.C. Association of Healthcare Auxiliaries
TERM	The President appoints members annually.
ACCOUNTABILITY	The Committee reports to and consults with the Board of Directors
RESPONSIBILITIES	<ol style="list-style-type: none">1. Be knowledgeable of activities of the Auxiliaries within their respective area to provide input for discussion and referral to Board of Directors.2. Be knowledgeable of Operational Guidelines for Area Representative contained in Section 8 of Board Manual3. Provide input to the work of BCAHA based upon identified needs4. Regularly review duties and responsibilities of an Area Representative and provide recommendations for education and training.