

SECTION 8 - OPERATIONAL GUIDELINES FOR BCAHA AREAS

This document is to guide the work of the Area and to define the responsibilities for the Area Representative and the Auxiliaries within the Area. Each Area is encouraged to adopt these guidelines.

DEFINITIONS:

- Where the context indicates “feminine”, it shall be deemed to include “masculine” and where context indicates “singular”, it shall be deemed to include “plural”.
- Where the context indicates British Columbia Association of Healthcare Auxiliaries, the initials, “BCAHA” shall be used.

NAME

The name of the Area is the _____ Area of the British Columbia Association of Healthcare Auxiliaries. (BCAHA)

PURPOSE

The Area exists to promote education, leadership, communication, friendship, standards of performance and the opportunity to exchange information and ideas amongst its membership. This in turn, will help ensure that all the members practice the basic principles of being an Auxiliary member, to help meet human needs and enhance human values by nurturing a positive climate in each Auxiliary whereby all people may have the opportunity to receive and to give volunteer service. This will also support Auxiliaries to reach their goals and objectives of fund raising for their respective healthcare facilities and on occasion for the Area.

MEMBERS

The Member Auxiliaries in this area are:

DISSOLUTION

In the event of dissolution, any funds and assets of the Area remaining after the satisfaction of its debts and liabilities, shall be given or transferred to the British Columbia Association of Healthcare Auxiliaries.

AREA REPRESENTATIVE

- The Area Representative shall be elected for a one year term by the membership at the Area Annual General Meeting, and may be re-elected for a second one year term.
- The Area Representative shall act as liaison between the Area Member Auxiliaries and the Board of Directors of BCAHA. She shall also promote education and communication amongst all the members.
- The Area Representative shall maintain a close working relationship with the area auxiliaries. She should visit if possible at least once during her term of office and shall provide guidance and assistance upon request.
- The Area Representative shall be responsible for collecting the area membership fees.
- The Area Representative must have experience in a leadership role of a Healthcare Auxiliary
 - a) and be a member in good standing of the sponsoring Member Auxiliary, and
 - b) The sponsoring auxiliary must be a member in good standing of both the Area and the BCAHA.
- The Area Representative shall be an appointed member of the Board of Directors of the BCAHA.
- The Area Representative shall be responsible to the membership for the performance of the volunteers that she has selected to assist her.

VOLUNTEERS

The Area Representative shall select the required number of volunteers (i.e. secretary, treasurer) to ensure the required duties are performed for the Area, which shall include financial records, accurate minutes, distribution of minutes and other duties as assigned by the Area Representative.

MEMBERSHIP

BCAHA Member Auxiliaries within this area are required to be participating members of this area.

MEMBERSHIP FEES

- Fees for area membership shall be set by the Member Auxiliaries at the area's annual general meeting of the area and must be paid in full 60 days prior to the Area Annual General Meeting.
- Fees shall be due and payable to the area by January 31 (of each year) and shall be considered delinquent if not paid prior to the Area Annual General Meeting.

MEETINGS

- The Area Representative shall preside at all meetings of the Area.
- The Annual General Meeting of the Area shall be held in early fall at a location determined by the hosting auxiliary.
- The Area Representative shall host at least one President's meeting during her term of office, at a time that is suitable to most. Vice Presidents and Directors of Volunteer Services may also be invited.

MEETING PROCEDURE

- A written/electronic notice of the regular Annual General Meeting of the Area shall be sent to all member Auxiliaries at their civic/email address at least thirty (30) days prior to the meeting, stating the time and location of the meeting.
- The Area Annual General Meeting agenda must include:
 - a. Call to Order
 - b. Auxiliary Prayer
 - c. Welcome and Introductions
 - d. Roll Call
 - e. Minutes of the previous annual general meeting.
 - f. Area Representative's annual report
 - g. Auxiliary Presidents' annual reports (which may be included in a conference booklet)
 - h. Introduction of delegates by the Presidents
 - i. Financial Report
 - j. Business arising from the minutes
 - k. Correspondence
 - l. BCAHA President's report
 - m. New Business
 - n. Election of Area Representative
 - o. Date and location of next meeting
 - p. Adjournment

AREA CONFERENCES

- Shall/may be held annually in conjunction with the Area Annual General Meeting to promote education, leadership, communication and exchange of ideas and information for Area Auxiliary members.
- The Area Representative shall be a member of the host Auxiliary's planning committee and shall chair the conference, including the Area Annual General Meeting.
- The rotation of the Conference and Area Annual General Meeting shall be predetermined by the membership and confirmed each year at the Area Annual General Meeting. (See Appendix "A" attached for rotation.)
- Conference registration fees, sufficient to cover costs, shall be determined by the Area Representative in co-operation with the host auxiliary.

FUNDING FOR OTHER MEETINGS / CONFERENCES.

- The BCAHA shall pay for the Area Representative to attend the BCAHA Board meeting, the AGM & Conference (usually held in the Spring) as well as the board Mid-Term Board meeting, (usually held in the Fall).
- Area Funds may be utilized to cover expenses incurred by the Area Representative when hosting the President's Meeting.
- The Area Representative may attend Auxiliary related educational meetings provided costs do not exceed ten (10) percent of annual dues paid by the Member Auxiliaries. The Representative must share such educational benefits with all the Area Member Auxiliaries.
- Area operating funds shall cover travel*, accommodation and meals for the Area Representative to attend approved events. Receipts must be maintained with the financial records.
- Area operating funds shall cover travel*, accommodation and meals for one additional volunteer only to attend the Area Annual General Meeting in the most economical way. Receipts must be maintained with the financial records.

(*Mileage and per diem rate are based on the rates as approved by BCAHA.)

REMUNERATION

The Area Representative shall receive no remuneration for acting as such, save and except reimbursement for approved expenses incurred in carrying out the business of the Area.

FINANCE

- The fiscal year of the Area shall be from September 1 to August 31.
- Separate accounts for the Area Operating Funds shall be placed in a British Columbia financial institution under the name of the Area and have any two of three authorized signatures. Those authorized to sign shall be the Area Representative, the Area secretary / treasurer and one member, in good standing, of the sponsoring Auxiliary.
- The Area Representative (or her designate) shall keep accurate financial records of all receipts and expenses while serving in this capacity.
- The financial record shall be independently reviewed annually. The reviewed financial statement, together with a proposed annual budget for the ensuing year, shall be presented by the Area Representative at each Area Annual General Meeting for approval by the Member Auxiliaries. The income/disbursements statement shall be forwarded to the BCAHA office after approval by the Member Auxiliaries at the Area's AGM.

VOTING

- Past _____ Area Representatives who are still members in good standing of a Member Auxiliary in the Area, shall be allowed voting privileges at Area Annual General Meeting.
- The President, or approved delegate, of each Member Auxiliary in good standing shall have one vote at Area meetings.
- BCAHA Board Members attending the Area meetings do not have voting privileges unless that person is also a voting delegate of an Area Member Auxiliary.
- Proxy voting shall not be permitted.

QUORUM

Fifty (50) percent of the voting delegates from Member Auxiliaries shall constitute a quorum at any meeting of the area.

ELECTIONS

- The Immediate Past Area Representative of the Area, or a duly appointed alternate, shall be chair of nominations for the position of Area Representative.
- As chair, this person, or any member of a nomination committee, is not eligible to be nominated for the position of Area Representative.
- It shall be the responsibility of this person to circulate names and resumes of candidates to the membership no less than 45 days prior to election thus enabling area member auxiliaries to discuss candidate's qualifications and give direction to voting delegate.
- The immediate Past Area Representative, or duly appointed alternate, shall present to the Area Annual General Meeting the name(s) of suitable auxiliary members to fill the position of Area Representative. In the event no nominee has been presented to the Annual General Meeting, nominations from the floor will be accepted with appropriate consent in place.
- The Position Description outlining the duties and responsibilities of Area Representative will be made available to all Area Member Auxiliaries when the call for nominations is made.
- Nominations from any member Auxiliary shall be accepted. Nominees must be members in good standing in their home Member Auxiliary and indicate, in writing, or by electronic means their willingness to serve if elected.
- The Area Representative shall be elected for a one year term and may be re-elected for a second one year term. The newly-elected Area Representative shall be installed immediately following the election.
- The installing officer shall be the BCAHA President or delegate. If no BCAHA representative is in attendance then a Past Area Representative who is a member in good standing of an Area Member Auxiliary may do the installation.
- If an Area Representative is unable to fulfill duties due to extenuating circumstances, the Board of Directors of BCAHA shall appoint someone to fill the position of the Area Representative until the next Annual General Meeting of the Area.
- The Area members and / or the Board of Directors of BCAHA may, in extra ordinary circumstances for lack of attention to her duties and by special resolution, remove an Area Representative before expiration of her term of office by adhering to Part 2, Membership sub clauses 2.6 and 2.7 of the BCAHA Bylaws.

INSURANCE

The Area Representative and one additional volunteer, as selected by the Area Representative, shall be covered by the same Insurance Policy as all BCAHA Board members, when on Auxiliary business.

The Area Representative must have adequate vehicle coverage through the Insurance Corporation of B. C., (I.C.B.C.) (or a private insurance carrier) when carrying other passengers with her while on Auxiliary business.

PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Robert’s Rules of Order, newly revised, shall govern the Area in all cases to which they are applicable and in which they are not inconsistent with these guidelines and special rules of order that BCAHA may adopt.

If a matter should arise that is not covered in these guidelines, the Constitution and Bylaws of BCAHA shall be deemed to apply.

AMENDMENTS

Notice of amendments to these Guidelines must be given to the Member Auxiliaries of the Area, in writing or electronically at their civic or email address 45 days prior to the Area Annual General Meeting.

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**APPENDIX “A”**

The following rotation of Hosting Auxiliaries was approved at the Area Annual General Meeting

- 2013 -
- 2014 -
- 2015 -
- 2016 -
- 2017 -
- 2018 -

(Changes may occur should any of the proposed hosting auxiliaries be unable to host.. Membership should be suitably notified.)