



# BC Association of Healthcare Auxiliaries

Dear Member Auxiliaries:

## **CALL FOR NOMINATIONS**

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. Our 2019 meeting is scheduled for Friday, April 15th at 3:30 p.m. at the Coast inn of the North, Prince George.

Our Board of Directors includes 14 members: President, Vice-President, Director of Finance, Director of Communications, Immediate Past President, Secretary (the Executive), and eight Area Directors.

All **EXECUTIVE POSITIONS** (except Past President) are open for nominations for qualified candidates. **DEADLINE FOR RECEIPT OF NOMINATIONS IS March 15<sup>th</sup>.**

**Nomination Criteria: An overview of the qualification requirements is attached on page 3**

*Each nomination must include the following:*

- 1. A nomination form from the home Auxiliary of the nominee (see page 2).*
- 2. A brief summary of the nominee's Auxiliary experience and qualifications.*
- 3. Consent form 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 to be nominated, elected, appointed, or 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 to:**

BCAHA Secretary  
410 Summit Drive  
Nanaimo, BC V9T 5R2

Sincerely,

***Valerie Tribes,***

BCAHA Past President, Chair of Nominations



# BC Association of Healthcare Auxiliaries

## **Nomination Form**

The \_\_\_\_\_ Auxiliary is pleased to nominate

\_\_\_\_\_ for the position of \_\_\_\_\_

Resume of the nominee is attached.

(Signed: President)

(Date)

## **Consent Form**

I, \_\_\_\_\_ of the \_\_\_\_\_

\_\_\_\_\_ Auxiliary consent to allow my name to be placed in nomination for

the position of \_\_\_\_\_ of

British Columbia Association of Healthcare Auxiliaries for the \_\_\_\_\_ term (year).

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)



# BC Association of Healthcare Auxiliaries

## **PRESIDENT**

- 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.

## **VICE PRESIDENT**

- 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.



# BC Association of Healthcare Auxiliaries

## **DIRECTOR OF FINANCE**

- 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.

## **DIRECTOR OF COMMUNICATIONS**

- 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.
- Seek opportunities to raise awareness of the contributions made by member auxiliaries both with the health care system and with the general public.