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## **5.1 GOVERNANCE - EXECUTIVE**

### **Policy**

BCAHA is committed to fulfilling its legal, ethical and functional responsibilities in operating the business of the Association and providing ongoing education and support to its Members.

### **Procedures**

1. Create and keep current government policies and procedures for the conduct of the business of the Association.
2. Periodic review and update Constitution, Bylaws, Position Descriptions, Terms of Reference, Policies, and Procedures; monitor Board compliance.
3. Review and prioritize existing Goals established for the Association.
4. Develop strategies for membership retention, recruitment, and development.
5. Develop a strategic direction plan and set priorities.
6. Encourage education opportunities for Board members and Member Auxiliaries on an on-going basis.
7. Review and process resolutions for presentation at annual or special meetings of members.
8. Carry out all business of the Board between meetings.
9. Receive and consider committee reports and reports of the Secretary.
10. Provide periodic reports on Executive Committee activities to the Board.

### **Policy**

The B.C. Association of Healthcare Auxiliaries will maintain a working inventory of Executive tools to enable Executive members to fulfill their duties.

### **Procedures:**

1. Computers purchased by the B.C. Association of Healthcare Auxiliaries will remain Permanent assets of the Association.
2. Computers purchased by the Association will be passed on to the subsequent officer by the person leaving the office.
3. The purchase of computers and any other Executive tools will be approved by the Board of Directors before purchase.

## **5.2 GOVERNANCE - ROLE OF BOARD MEMBERS**

### **Policy:**

The Directors of BCAHA believe that all contributions and opinions of Directors are important. Directors are expected to engage in candid and honest dialogue with respect for each other's differences. All are encouraged to speak openly at meetings without fear of censure.

### **Purpose:**

To participate as a member of a team that makes decisions determines policies and creates programs and services to meet the needs of the members.

### **Reports to:**

Board members are accountable to the membership and the Board and are governed by the BCAHA constitution, by-laws, policies, and procedures.

### **Responsibilities:**

1. Understand and support the Vision, Mission, and Values, goals, and objectives of BCAHA.
2. Gain knowledge of and comply with BCAHA's Constitution, Bylaws, Policies, and Procedures.
3. Build relations with Member Auxiliaries and the provincial health care community.
4. Ensure financial responsibility.
5. Participate actively and knowledgeable in all Board meetings, Annual General Meetings, and any special general meetings.
6. Serve on committees of the Board as required.
7. Accept and fulfill the duties of their particular position.

### 5.3 CODE OF CONDUCT

The Directors of BCAHA commit themselves to ethical businesslike and lawful conduct, in a manner that best serves the Association, the Member Auxiliaries, and the Provincial health care system.

Accordingly:

1. Directors are expected to uphold its Constitution, Bylaws and governance policies by supporting its vision, mission, and values.
2. Directors are expected to ensure ethical practices are followed in association business practices, responsibilities, and human resources.
3. Directors are expected to be vigilant in monitoring the Association's compliance with its purposes, its governance policies, and its finances.
4. Directors are expected to accept and support the Board's decision regardless of the personal agreement with the decision.
5. Directors may not apply for employment with the Association.
6. Directors with complaints about Board functioning or Board members will refer their complaints to the President or Vice-President for resolution.
7. Directors will not interact with the media, public or other entities unless authorized to do so by the President.
8. Directors shall respect issues of confidentiality, which includes in-camera meetings of the Board, and all Board discussions before the determination of action or decision.
9. Directors will ensure that their responsibilities to BCAHA take precedence over the interests of their auxiliary.
10. Directors will be informed of the Code of Conduct upon election or appointment.
11. Directors will not delegate responsibilities to family members.

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[print name]

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[date]

\_\_\_\_\_  
[witness]

## **5.4 POLICY - EDUCATION - CONFERENCE**

### **Policy**

BCAHA is committed to strengthening member auxiliaries through education, information, and support.

### **Procedures**

Plan and coordinate all aspects of the annual or semi annual

provincial conference. Pre Conference: Form a Conference

Committee – VP is Conference Chair

1. Research and book conference facilities and accommodation for future conferences, (directed by the list of future locations decided by the board).
2. Consider requirements and arrange:
  - Catering
  - Workshop placement
  - Facility options
3. Appoint and Discuss the protocol and assistance needed with the Host Auxiliary.
4. Arrange for any relative gaming licenses.
5. Confirm banquet and reception arrangements and costs.
6. Obtain speakers/presenters/audio-visual provider.
7. Prepare budget and program for presentation to the mid-term meeting.
8. Compile information package to be mailed to the auxiliaries containing:
  - Registration form
  - Hotel information
  - Full program
9. Send out letters to vendors and book vendor space.
10. Confirm the list of audio/visual equipment is completed for each speaker/presenter.
11. Forward and confirm with the audio/visual provider.
12. Ensure speakers/presenters are aware of the need for handouts.
13. Confirm date/ timing etc. for speakers.

14. Arrange for gifts/honorariums for speakers/presenters.
15. Obtain bios on all speakers/presenters.
16. Source and acquire suitable entertainment.
17. Obtain committee reports, resolutions and/or nominations.
18. Receive delegate registrations, update the registration worksheet.
19. Confer with the Director of Finance regarding the method for deposits of registration fees.
20. Process registration forms.
21. Assign workshops.
22. Calculate the number of delegates attending.
23. Compile the list of delegates.
24. Prepare evaluation forms.
25. Confirm the final program with designated rooms and speakers names.
26. Prepare nametags & inserts.
27. Arrange board assignments for conference duties.

## **Conference**

1. Ensure all signs, and audiovisual equipment are in place.
2. Ensure the vendors are set up and power/tables are in place.
3. Ensure table favours/menus are on each table.
4. Ensure that all gifts/honorariums for speakers are on hand.
5. Drop-in at workshops to ensure things are running smoothly.
6. Arrange for each Workshop Hostess to:
  - Check with speakers before the start of a session to determine if they require help with audio/visual equipment or handouts.
  - Call the session to order on time.
  - Welcome participants to the session (identify topic).
  - Give a brief introduction of the speaker.

- Assist speaker with audio/visual equipment as needed.
  - Following the conclusion of the presentation, call for questions, and give directions as to using floor mikes, etc. if appropriate.
  - Keep discussion on the topic and be aware of time.
  - Call the session to a close on time.
  - Thank the speaker and participants.
  - Present gift/honorarium.
7. Arrange for Director of Finance to:
- Review budget and expenditures to date.
  - Assign Board members to arrange "sheets and pencils" for the silent auction.
  - Assign Board member or Hosting Auxiliary member to set up a "prize ticket table".
  - Have petty cash available.
  - Check periodically throughout each conference day with volunteers manning the sales areas to ensure they have sufficient cash on hand/or issue interim receipts for surplus funds. (*Utilize hotel's safety deposit box service for excess cash/cheques until convenient to deposit to the BCAHA bank account*)
  - Appoint two or more assistants to receive cash and/or credit proceeds from Silent Auction at the time designated for the auction to close.
  - Obtain flowers for the installation of Board Members.

### **Post Conference**

1. Arrange for Director of Finance to review hotel invoices.
2. Arrange for a summary of income/expenses for the post-conference Board meeting.
3. Review evaluation sheets and prepare a summary report.
4. Prepare the thank you letters to Host Auxiliary, speakers and others as appropriate.
5. Arrange with the Director of Finance for a final statement of income/expenses.

## **Provincial Conference – Attendance**

Only those Auxiliaries who are members of the British Columbia Association of Healthcare Auxiliaries may attend the Provincial Conference.

The Provincial President may invite potential new members as observers.

### **Non-Members**

1. Individuals who are not members of BCAHA wishing to attend the Annual General Meeting and/or Conference will be required to complete and submit a registration form and pay full fees.
2. Non-members will be asked to register immediately upon arrival at the Annual General Meeting and/or Conference.
3. Guests invited by the BCAHA President are not required to pay the registration fee.
4. All Past Provincial Presidents will receive Notice of AGM and Conference and are accorded complimentary registration only.
5. All other BCAHA Life Members on record shall receive a Conference package but are required to pay registration fees.

### **Conference Protocol**

1. All invitations to attend the AGM or any other conference functions are extended by the BCAHA President to dignitaries (BC Minister of Health, Mayor, Area Health Authority representative) or any other non-member guests as determined by the BCAHA board.
2. Suggestions for possible funding donors or sponsorship opportunities are always welcome from the Host Auxiliary and should be directed to the Conference Chair.

### **Host Auxiliary If there is one ?**

**Delegates Materials** – The hosting auxiliaries usually assemble materials such as community information, promotional material, pens, note pads, list of nearby restaurants, information regarding nearby shops, drug store, drop-in clinic, tec. Plus any other goodies they can come up with as well as a bag to hold the materials. (Any expenses would be allocated as decorating expenses.)

**Registrations** – The hosting auxiliary will be responsible for maintaining the listings of registrations, and a spreadsheet will be provided for this purpose. Details of the lists that will be provided etc. are on a separate sheet. The registration forms sent by the auxiliaries will be directed to the BCAHA office, and copies of these forms will be sent to the conference committee weekly for input into the spreadsheet.

The cheques from the auxiliaries will be processed at the BCAHA office by the Director of Finance. It is also the responsibility of the hosting auxiliary to produce the Name badges for the conference.

**Stuffing** – 5 volunteers from the host auxiliary are needed for several hours during the week before the conference (usually on the Wednesday prior) to assemble the delegate's packages and conference badges.

**Manpower** – We will need volunteers from the host auxiliaries to cover shifts for registration of delegates and monitoring the silent auction room.

**Entertainment** – Suggestions from the local auxiliary will be welcome.

**Decorations** – Planned and handled by the host auxiliaries in conjunction with the Conference Chair. Budget to be determined.

**Signage** – Decisions regarding signage are made by the Conference Chair.

**50/50 Draw** – ticket sellers – can be suggested by the host auxiliary and Area Directors can also be asked to participate. (Director of Finance will handle license, float, counting money, etc.).

**Host Auxiliary Expenses** – In the past, the host auxiliary has paid committee costs for decorations, etc. from their general funds, and then submitted one invoice (with receipts) to BCAHA for reimbursement. BCAHA does not pay gas, mileage, ink or photocopying costs. **Please note – If it is not clear whether a proposed expenditure is an allowable expense, the host auxiliary should contact the conference chair to have that expense approved before incurring the expense.**

**Committee Conference Costs** - Host Auxiliary and Committee members attending conference sessions must be registered as delegates and pay the same registration fees as other auxiliaries even if a non-registered member is a volunteer for the day.

Hotel, catering, invitations to any guests, AGM, conference booklet, program, audiovisual equipment rental, 50/50 draw, gaming licenses, vendors, etc. and anything else not listed above is duties usually assigned to the BCAHA board members.



## **5.5 POLICY - FINANCE - MANAGEMENT**

### **Policy**

BCAHA is committed to:

1. The establishment of adequate financial controls to ensure the implementation of the policies and decisions adopted by the Board, including budgetary matters.
2. Keeping the Board regularly informed of the Association's financial position.

### **Procedures**

- Empower the Director of Finance to prepare the budget and present the reports of the Association's financial performance about the budget.
- Provide orientation to all board members to provide a clear and consistent understanding of financial management.
- All requirements relating to annual review, to Canada Revenue Agency and society reporting are met with accuracy and timeliness.
- Evaluate and adhere to budget restrictions, ensuring that the overall value is realized from the expenditures.
- Regularly review and monitor the Association's investments, ensuring adequate returns and acceptable risk.

## **5.6 POLICY - FINANCE - REVENUE GENERATION**

BCAHA consistently explore all sources of revenue to support and sustain the programs of the Association.

BCAHA adhere to the reporting requirements of CRA in all revenue-generating activities.

### **Procedures**

#### **Donations**

Make every effort to avoid competition with our member auxiliaries.

#### **Grants**

Monitor grant activity ensuring that there is annual action taken, as appropriate.

Who is responsible for Grant request to Health Authority – Director of Finance or President

## **Gaming Activities**

### **Procedures**

All gaming activities be conducted in compliance with guidelines and conditions issued by the BC Gaming Policy and Enforcement Branch.

#### 1. Raffles

- Review license and prepare tickets.
- Create and follow the procedure for advertising, sales, and control of funds, ticket stock, and ticket stubs.
- Review guidelines and conditions set out by the BC Gaming Policy and Enforcement Branch and ensure the conduct of raffle is handled in strict compliance with those requirements.
- Raffle Committee maintains records and ensures that the Secretary receives the necessary information for the preparation of required reports to the Gaming and Enforcement Branch.
- Secretary to provide Director of Finance and Raffle Committee with a copy of all required reports and summaries. ????
- Financial Report to the board will be included as part of the Conference report and will. will provide progress reports to the Board.
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#### 1.1 Sponsored Raffle

- Review approved proposals, budget and board commitment to partner with Sponsor to fundraise through the operation of the raffle.
- Obtain list and value of prizes; determine ticket prices, duration of raffle and timing for the draw.
- Convey pertinent information to the Secretary for preparing and processing an application.
- Review license and prepare tickets.
- Create and follow the procedure for advertising, sales, and control of funds, ticket stock, and ticket stubs.
- Review guidelines and conditions set out by the BC Gaming Policy

and Enforcement Branch and ensure the conduct of raffle is handled in strict compliance with those requirements.

- Maintain records and ensure that the Secretary receives the necessary information for the preparation of required reports to the Gaming and Enforcement Branch.
- Raffle Committee oversees the conduct of draws, handles raffle finances and awarding of prizes to the winner.
- Secretary to provide the Treasurer and Raffle Committee with a copy of the application, license, reports, and summaries.
- Prepare income and expense statements and provide function and financial reports to the board.

## 1.2 Area Raffles

- Obtain from Area Director or delegate a list and value of prizes; ticket prices, duration of raffle and timing for the draw.
- Convey pertinent information to the Director of Finance for preparing and processing an application. Is Area not responsible for ??
- Review license and prepare tickets.
- Instruct Area Director of the procedure to follow for advertising, sales, and control of funds, ticket stock, and ticket stubs.
- Instruct Area Director of the procedure to follow for the conduct of draws, handling of finances and awarding prizes to winners.
- Maintain records and ensure that the Director of Finance receives the necessary information for the preparation of required reports to the Gaming and Enforcement Branch.
- Secretary to provide Director of Finance and Area Representative with a copy of the application, license, reports, and summaries.
- Request income and expense statement from Area Director

## 2. Percentage Draws (50/50)

- Draws to be conducted in conjunction with the annual BCAHA provincial conference.
- Confirm projected percentage draw revenue and expenses are included in the conference budget.

- Confer with the Conference Committee to determine the percentage rate for awarding of prizes.
  
- In conjunction with the BCAHA Conference Committee, determine ticket prices, the number of draws, draw dates and timing.
- Convey pertinent information to the Director of Finance for preparing and processing an application.
- Review license and arrange for ticket stock.
- Create and follow the procedure for advertising, sales, and control of funds, ticket stock, and ticket stubs.
- Review guidelines and conditions set out by the BC Gaming Policy and Enforcement Branch and ensure the conduct of raffle is handled in strict compliance with those requirements.
- Raffle Committee maintains records and ensures that the Executive Director receives the necessary information for the preparation of required reports to the Gaming and Enforcement Branch.
- Raffle Committee oversees the conduct of draws, handles draw finances and awarding funds to the winner.
- Director of Finance to provide Conference and Raffle Committees with a copy of all required reports and summaries.
- The financial report to the board will be included as part of the Conference report.

#### Evaluation

- The Board shall review and consider the overall operation of each gaming activity on completion.

#### **Product Sales**

Continue to research items that will create excitement and enthusiasm while at the same time acting as a reminder of BCAHA.

Review and select suitable products, including pins and promotional items.

Determine the profit margin and price items.

Maintain inventory and ensure that supply is current.

## **5.7 FINANCIAL ASSISTANCE FUND**

### **ALL FORMS ON WEBSITE**

**[bchealthcareaux.org](http://bchealthcareaux.org)**

### **5.8 Purpose:**

To provide financial assistance for the continuing education of member Auxiliaries for any of the following purposes:

1. Assistance to attend the BCAHA AGM and Conference, from any auxiliary raising less than \$30,000 per annum will be provided up to a maximum of \$500.00. Applicants only to apply twice in four years.
2. Assist in funding a speaker presenting an educational program or workshop to an Area Conference subject to a \$500 maximum
3. Provide funding for a broad spectrum of educational materials for use at the BCAHA or Area Conference
4. Retain surplus funds for future educational needs of Member Auxiliaries

### **Guidelines:**

Applications for assistance from the Fund will be entertained based on need and in consultation with the BCAHA Finance Committee.

1. To fund a speaker or event, a completed application form together with the proposed budget and financial statement for the previous fiscal year must be sent to the BCAHA Finance Committee Chair four (4) weeks in advance of when funding is required.
2. Requests for assistance for funding a speaker/workshop must be accompanied by a summary of the topic(s) and outcomes anticipated.
3. The BCAHA Finance Committee shall make the final decision.



## 5.8 FINANCE - EXPENSE RATES & REGULATIONS

**To be submitted to the Treasurer within thirty (30) days of the event.**

### **Procedures:**

#### **Hotel Accommodation:**

- A. The Treasurer pays the hotel bill. Board Members are expected to share accommodation. If single accommodation is requested, the Board Member must pay one half, either directly to the hotel on check-out or to BCAHA.
- B. Before checking out of the hotel, Board Members will pay all personal expenses (phone calls, etc. their ½ room rate if applicable) charged to the room.
- C. Meal charges (especially if more than one person has been signed for at a meal): Board Member signing for the meal should receive a copy of the bill, note who was included in the meal charge and submit it to the Treasurer with the expense account.
- D. Copies of bills should show the cost of good or service, HST, and any gratuity paid. The original bill usually shows all charges, the copy you receive, if you use a Credit Card or Debit Card does not.

#### **Transportation:**

- A. Board Member should travel together if possible, or purchase the least expensive air/bus fare. Copies of the original tickets etc. must accompany the expense sheet. Prepayment to the Board member may be paid on proof of purchase.
- B. It is suggested cancellation insurance be purchased. Any refunds because of cancellation must be repaid to BCAHA if the Board member has received prepayment.
- C. Board Members traveling by car are reimbursed at a rate of \$.55 per kilometer.

#### **Meals:**

- A. Claim out of pocket expenses at \$75.00 per day. Part-day expenses at a maximum of \$15.00 for breakfast, \$20.00 for lunch and \$50.00 for dinner.
- B. Alcoholic Beverages are **not** to be included in the per diem.
- C. Gratuities may be claimed.

Administrative expenses should be accumulated and submitted monthly. All original bills must accompany the expense sheet.

## **5.9 POLICY – COMMUNICATIONS**

### **Policy:**

BCAHA is committed to creating a profile and a public image that is current and innovative to support the work of our members and to remain relevant to healthcare in British Columbia. We commit resources, both time and money to this initiative.

### **Procedures – Communication Committee**

1. Maintain a professionally developed website with a particular focus on the public face (keep all materials for member auxiliaries and in house use under the “for members only” tab).
2. Contract with a person who has the required skills and knowledge to be the website administrator.
3. Ensure that the contractor is consistently provided with accurate and up to date information.
4. Ensure that all member auxiliaries have web access to the BCAHA annual report to assist with widespread circulation. The report also has the benefit of creating member pride.
5. Diligently monitor the use of the BCAHA emblem (and new logo when one is created) to maintain a professional standard. Either the Director of Communications or someone else assigned to this task ( other staff, another director) needs to act as the clearinghouse for all materials created for BCAHA use.
6. The use of words also becomes a part of the brand. Therefore, all materials being created for public circulation need to be cleared through the President, Director of Communications, or delegate.
7. Media appearances and other public presentations are best handled by the President.
8. All directors, and to some degree all member auxiliaries need to seek out and promote opportunities for BCAHA to present publicly.
9. Health Care Auxiliary Day in BC has been proclaimed for May 10 each year. Members need to receive proclamations well in advance and be provided with ideas/suggestions on how to celebrate in each community. BCAHA needs to address the day at the provincial level.



## **Procedures – Communications**

10. The "for members only" section of the website needs to be created and maintained in such a way that material is easy to access and is kept current. The various committees of BCAHA need to be given this responsibility; however, the website administrator will need to ensure that an overall standard is maintained. Useless and out of date ideas and materials must be avoided.
11. A handy reference for our members to other useful websites should be developed and maintained on our site.
12. The directional documents of BCAHA (vision, mission, values, constitution and bylaws, policies and procedures, strategic plan) are essential elements for the association's success and must be current.

## **5.10 NOMINATION**

### **Policy**

To seek the best-qualified candidate for each available position in compliance with the bylaws of the Society

### **Procedures**

1. Review all officer and board member position descriptions.
2. Identify and maintain a list of interested or suggested candidates.
3. Encourage and accept suggestions throughout the year for prospective candidates.
4. Initiate preliminary contact and ensure that any potential candidate is willing and eligible to accept a position before adding them to the list.
5. At least sixty (60) days before the annual general meeting send notice and solicit nominations from members.
6. Set a deadline for the receipt of nominations.
7. Collect all received documentation and review nominations in committee.
8. Conduct telephone interviews with the nominee. Confirm eligibility and willingness to stand.
9. Circulate copies of completed telephone interview forms for committee discussion and recommendation for action to be taken. (i.e. – follow up with candidates if multiple nominees)
10. Present nominee report to the Board and status of any remaining vacancies.
11. Send Nominating Committee report to all Members at least thirty (30) days before the annual general meeting.
12. The committee Chair will conduct the election of officers at the Annual General Meeting.
13. A copy of the Nominating Committee report and any other documentation and submissions must be submitted to the BCAHA office for future reference and safekeeping.

### 5.10.1 GENERAL NOMINATION INFORMATION

1. 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.
2. 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.**
3. Nominees for Provincial offices may be invited to attend the Pre-Conference Board Meeting as observers.
4. **Newly elected Directors for BCAHA shall be expected to attend the Post-Conference Board Meeting.**

### 5.10.2 NOMINATION CRITERIA

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

**The Deadline for Receipt of Nominations is as specified.**

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. Bio of nominee's volunteer and work experience.

#### **Eligibility**

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 Nominating Committee Chair

Immediate BCAHA Past President

**5.10.3 NOMINATION CONSENT FORM**

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

\_\_\_\_\_

agree to allow my name to be placed in nomination for the position of

\_\_\_\_\_ of British Columbia Association of Healthcare

Auxiliaries for the term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 5.11 GUIDELINES FOR RECRUITMENT OF BCAHA BOARD MEMBERS

The Boards of not-for-profit organizations are composed of individuals whom each bring diverse skills and levels of commitment. The overall balance of the Board is as important as the abilities of each member.

Consider:

1. How the prospective Board member and the existing Board will work together.
2. How the qualities of each prospective board member will influence the rest of the Board team.
3. Consider the individual Board member qualities needed to serve the Board effectively:
  - specific skills
  - ability to communicate
  - level of commitment.

Many essential Board member qualities are impossible to label and to assess objectively – such as:

- good judgment
- compassion
- respect for others

Consider prospective Board members for BCAHA by using a variety of selection criteria that include:

1. Show an interest in BCAHA's Mission and the Auxiliary members that BCAHA serves.
2. A sense of integrity. Refer to BCAHA's Code of Conduct of Board Members.
3. Has the skills to work effectively with others – examples:
  - a team player
  - respects each member's viewpoint
  - respects the democratic process
  - works effectively in a group
  - brings a reasonable self-confidence to the role
  - shares their viewpoint without bowing to peer pressure
  - communicates with tact and diplomacy

4. Show a willingness to learn and grow.
5. They need to be interested in the growth and development of BCAHA.
6. Show enthusiastic support for BCAHA.
7. A commitment of time.

Prospective Board members must be both willing and able to carry out their responsibilities - being available for meetings and conferences.

### **5.11.1 SKILLS AND QUALIFICATIONS FOR EXECUTIVE POSITIONS**

A PROTOCOL FOR Auxiliary Executive recruitment presents a uniform, professional face to our Association, our Member Auxiliaries, the Public and our Donors. The protocol may unite executive nominees under common goals ensuring that tasks are executed consistently and that all nominees understand their role and the challenges they face. It is preferable for nominees to have served in executive positions in their home auxiliary but additional experience in other volunteer organizations may also be of considerable value.

This appendix addresses many of the underlying aspects required in determining suitable candidates who can maintain credibility and professionalism for BCAHA. **It is recognized no one person will possess every skill or qualification listed.**

#### **Interpersonal Strengths:**

1. Likable, friendly and easy to be with.
2. Accountable, available and reliable.
3. Authentic, credible and trustworthy
4. Committed and passionate.
5. Enthusiastic and Optimistic.
6. Ethical and equitable.
7. Collaborative and resourceful.
8. Visionary, inspirational and motivational.
9. Respectful and humble.

#### **Flexible Shared Leadership:**

1. Delegates and works effectively with others.
2. Shares accomplishments and responsibilities to build credibility with others.
3. Builds relationships with a variety of stakeholders (Member Auxiliaries, Health Authorities, Government Ministries, donors, etc.)
4. Respectful of confidential issues and communications.
- 5.

#### **Strong Communication and Critical Thinking:**

1. The nominee is articulate and can speak clearly and knowledgeably about BCAHA.
2. Writes clearly and concisely express the subject well.
3. Has conceptual and concrete thinking skills keeping the “big picture” in mind.
4. Focus on issues of importance.

#### **Leadership Ability:**

1. Develops connections to important stakeholders including Area Directors, Member Auxiliaries, and Health Authorities.
2. Builds strong and useful relationships with other stakeholders.
3. Empowers motivates and mentors through Teamwork.
4. Curious and inquisitive thinks "outside the box" beyond their local auxiliary and is willing to take calculated risks.
5. Engages those resistant to new ideas or change.
6. Encourages the development of youth as effective resources and leaders.
7. Supportive of fundraising initiatives.
8. Stays the course in the face of difficult times/people.

**Organizational Management Skills:**

1. Possesses organizational skills in the logic preparation of meeting materials.
2. Knowledge of and ability to utilize computer capabilities, including spreadsheets.
3. Ability to chair meetings in a businesslike manner engaging all members of the Board while maintaining focus, building consensus, and exercising reasonable time management.
4. Understanding of finance, revenue development, fundraising, and donor recognition.
5. Strong fiscal knowledge and the ability to read financial statements and understand budget processes.

**Public Relations and Marketing:**

1. Ability to speak in public and represent BCAHA in a professional, positive manner.
2. Ability to write effectively to communicate our message including preparation of the Annual Report.
3. Awareness of the power of our website, working with WebMaster to maintain current and up to date information.
4. Experience in marketing and branding an association.
5. Promote the BCAHA brand in the annual report and all marketing and communication initiatives.
6. Recognizes proper etiquette when communicating by telephone or email and models appropriate dress decorum.

### 5.11.2 NOMINATING COMMITTEE ELIGIBILITY INTERVIEW

**Instructions: Complete this form to determine the eligibility of suggested Board member candidates within 14 days of receiving suggestions or nomination.**

Nominating Committee Member Conducting Interview: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Candidate Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Confirm qualification to fill the position

An active member of BCAHA member auxiliary Yes No

Served as auxiliary President or in an executive position Yes No

Skills or experience of value to the Board:

Advised of the requirement to attend board meetings Yes No

Advised of the frequency of board meetings Yes No

Confirmed willingness to travel to board meetings Yes No

Regular use of electronic mail and the ability to receive attachments: Yes No

**This candidate is willing to serve on the Board:** **Yes No**

If yes, advised them of date for AGM and the next steps in the process. Yes No



## **5.12 MEMBERSHIP**

### **MEMBERSHIP APPLICATION / RENEWAL FORM**

### **BRITISH COLUMBIA ASSOCIATION OF HEALTHCARE AUXILIARIES**

#### **5.12.1 STATISTICS FORM**

**Annual Review** Statistic January to December 31

ALL FORMS ON BCAHA WEBSITE

[bchealthcareaux.org](http://bchealthcareaux.org)

**5.12.2 LIFE MEMBERSHIP APPLICATION**

Life Membership in the British Columbia Association of Healthcare Auxiliaries may be granted to an individual Auxiliary member as a token of high esteem and not as a matter of course after 25 years or simply to thank a retiring president. A Member Auxiliary may apply for one of the following criteria:

5.12.1.1 The individual has served the auxiliary in outstanding leadership and/or executive role for a minimum of ten years.

~~5.12.1.2 The individual has served the auxiliary providing long-standing and reliable service and commitment for a minimum of 20 years.~~

Submit the original application to the BCAHA office together with a donation of \$ 200 payable to the BCAHA Tribute Fund. A copy of the application should also be sent to the Area Representative.

Upon approval, a certificate and pin showing Provincial Life Member are presented to the individual, usually at the next BCAHA Annual Meeting. (Or, as alternatively arranged.)

I acknowledge all future dues payable to BCAHA and the Area Director for the individual is an obligation, until death, of the sponsoring Auxiliary.

I affirm a copy of this application has been sent to the Area Director

**5.12.3 MEMBERSHIP DUES**

Members of BCAHA to pay annual dues in advance based on their Membership numbers on January 1

Dues to be included with statistics of the previous year and sent to the BCAHA office by January 31

New Members of BCAHA joining before the AGM to pay full per capita dues

New Members joining between the AGM and September 1 to pay 2/3 per capita dues

New Members joining after September 1 to pay 1/3 capita dues

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#### 5.12.4 PROVINCIAL MEMBERSHIP DUES

**AGM Motion Date**

**Motion**

April 25, 2005

That BCAHA membership dues be increased by \$1.00 per capita (to \$4.00) effective January 1, 2006.

April 26, 2010

That BCAHA increase membership dues by \$1.00 per capita effective January 1, 2011.

Note – Current Membership Fees are \$5.00 per capita

### 5.12.5 AREA DUES

<u>AREA</u>	<u>Amount of Area Dues</u>
FRASER VALLEY	\$ 2.00
KOOTENAY BOUNDARY	\$ 3.00
LOWER MAINLAND	\$ 1.00
NORTHEAST	\$ 3.00
NORTHWEST	\$ 10.00
OKANAGAN MAINLINE	\$ 2.00
VANCOUVER ISLAND	\$ 2.00

### 5.13 BOARD ATTENDANCE

#### **Policy**

Board Members are expected to attend each Board Meeting unless unable to do so due to personal illness, death of an immediate family member or other extenuating circumstances.

At the discretion of the Executive, a Board Member may be replaced if unable to fulfill their duties as specified in the Terms of Reference.

## **5.13 DIRECTOR RECOGNITION**

### **Policy**

Policy - One of BCAHA's values is the recognition of volunteer contributions, and we will take every opportunity to do so. Directors give generously of their time and talent and warrant public recognition of this for doing so.

### **5.14.1 AREA DIRECTORS**

At the Area Conference, the visiting BCAHA Executive member will present the retiring Area Director with a Past Area Director Pin and a small appreciation gift. (Value approx. \$25) – Paid from BCAHA general account funds (receipt required)

### **5.14.2 PAST PRESIDENT**

On completion of the President's term of office, the newly elected President will present the retiring President with a Past President's pin, Life Member pin, and Certificate of BCAHA Life Membership.

Note - The BCAHA office to have the Past President's pin engraved with a name and years of service.

### **5.13.3 EXECUTIVE**

BCAHA will present all retiring Executive Board Members with an appreciation gift. Dollar value – approx. \$25 each, Paid from BCAHA general account funds (receipt required).

### **5.13.4 MEMBER AUXILIARY RECOGNITION**

BCAHA recognizes important anniversaries for member auxiliaries, i.e. 25,50,75,100 years, etc. but does not honor individual auxiliary members as it is incumbent upon their home auxiliary to celebrate years of service of individual members. Member Auxiliaries may be encouraged to contribute to the BCAHA Tribute Fund as recognition of Auxiliary or individual member milestone anniversaries.

Area Directors maintain a master list of Auxiliaries in their Area and the date each Auxiliary was established. The list should be reviewed annually in January by the Area Director who advises the BCAHA office no later than March 31<sup>st</sup> to facilitate the preparation of a Certificate of Service for presentation at the AGM.

#### **5.14 MISCELLANEOUS BOARD POLICIES**

1. No two (2) members of the same family may serve on the Board of Directors concurrently.
2. At the Annual General Meeting and Conference, Mid Term Board Meeting and any Special Meeting at the call of the Chair; there will be shared accommodation wherever possible.
3. In the case of illness or death of an immediate family of a BCAHA Board Member, the President of the Association will acknowledge by sending a card on behalf of BCAHA.
4. Directors shall be reimbursed for all true expenses while attending Board Meetings and the Annual General Meeting.
5. Executive Committee representative to Area Meetings shall be reimbursed for all true expenses incurred.
6. The President and Director of Communication and Youth Engagement shall be reimbursed for all true expenses incurred while attending a Provincial Youth Volunteer Conference.
7. The retiring President WILL NOT present a gift to the BCAHA Board at the time of retirement from office.

#### **5.15 Policy for Members Relocating**

1. It is recommended that any member wishing to carry their years of service forward, when transferring to another BCAHA Auxiliary, should request a letter of introduction from her or his current Auxiliary stating the total number of years of service to the date of transfer. The receiving Auxiliary then may register full credit for years of service.
2. To maintain continuity of service this letter must be presented to the receiving Auxiliary within the calendar year from date of issuance.
3. The final decision regarding the eligibility criteria for recognition awards and years of service is ultimately up to the individual Auxiliary.
4. It was moved to accept the policy and each Auxiliary is responsible to make their own decisions on this as each one has their By-laws. BCAHA cannot make decisions for any Auxiliary.