

IAP2 BC EXECUTIVE REQUIREMENTS - November 2018 AGM

A candidate for election as an Executive officer must:

- a) be a BC Chapter member,
- b) not be disqualified from being a director of a company under section 124 of the BC Business Corporations Act,
- c) be nominated in writing by two members in good standing,
- d) consent to the nomination, and
- e) commit to a term of two years.

All Executive Officers, duly elected or acclaimed are expected to fulfill the following:

- a) Attendance on 6-8 Executive teleconference meetings of one hour
- b) Attendance at yearly January in person planning dinner
- c) Attendance at November Annual General Meeting
- d) Support of, and attendance when possible at Chapter special events
- e) Promote the Chapter and encourage other members to become directors
- f) Build awareness about the role and purpose of IAP2 BC

POSITIONS

President: Belinda Boyd, Director has indicated she will step into this role as of Nov 2018

- a) supervises the other officers in the execution of their duties,
- b) chairs all meetings of the Executive and all general meetings of the members,
- c) is the Chapter liaison and contact person between the Chapter and IAP2,
- d) is the main contact person and spokesperson for the Chapter, and
- e) has the powers and duties generally pertaining to the office of President, subject to any restrictions imposed by the Executive.

Vice President: Vacant as of Nov 2018

(Duties are the same as President role; VP's are expected to move into the President role in the future)

Secretary: Natasha Horsman, has indicated she would like to remain in this role

- a) issues notices and keep minutes of meetings of the members and the Executive,
- b) is responsible for the correspondence of the Chapter,
- c) has custody of all records and documents of the Chapter except those which will be kept by the treasurer,
- d) has custody of the common seal of the Chapter, if any,
- e) carries out other duties as determined by Executive resolution.

Treasurer: Vacant as of Nov 2018

- a) keeps the financial records, including books of account, necessary to comply with the operating policies and procedures and the Chapter Charter,
- b) maintains Chapter bank account at a recognized financial institution in the Province BC,
- c) updates and maintains signing authority on the Chapter bank account as required, and as determined by the Executive Committee,
- d) invests surplus funds as directed by the Executive Committee,

- e) prepares and manages an annual budget for approval and adoption by the Executive Committee,
- f) renders financial statements to the Executive, members, and others when required,
- g) completes and submits the annual chapter return to IAP2 as required
- h) applies to IAP2 for the annual member stipend as detailed in the Chapter Charter, and
- i) carries out other duties as determined by the Executive Committee.

Member Services Coordinator: Michael Myer, has indicated he would like to remain in this role

- a) encourages member contributions of materials to the website
- b) manages, maintains, and updates the BC Chapter website (software: word press)
- c) writes, edits, and produces and distributes a regular information update to the members,
- d) has responsibility for all other marketing initiatives of the chapter, and
- e) manages and responds to inquiries from current or prospective members.

Directors at Large:

Mary Chudley

Anthea Brown

Vacant: A maximum of (3) additional Director at Large positions are available

Directors at large work on events, committees, or as Coordinators and collaborate with other executive members to deliver these as part of series Deep Dive or P2 Drinks.

Training Coordinator: Marci Hotsenpiller, has indicated she would like to remain in this role

- a) Participates in ongoing training related discussions in Canada on behalf of BC
- b) Develops relationships with IAP2 Certificate and other IAP2 training trainers and be the key contact for BC
- c) Provides the IAP2 Canada communications coordinator, IAP2 BC program development and member services coordinators information on upcoming training in BC for promotion to members
- d) Is the key contact for non-IAP2 certified trainers interested in providing training to members, the Executive must approve all non-IAP2 certified training
- e) Provides a brief to the IAP2 BC executive on potential training from non-IAP2 certified trainers

Youth Coordinator: Vacant

- a) Oversee youth welcome and orientation to IAP2 BC events whenever possible
- b) Act as the contact for youth interested in IAP2 BC programs and membership
- c) Collaborate, Communicate and Cross promote events and programs of interest to youth through partners and IAP2 BC media such as Bulletin, Website, social media
- d) Report to IAP2 BC Executive on potential youth engagement activities for IAP2 BC events
- e) Be the Chapter Youth Liaison contact for IAP2 Canada
- f) Future opportunity - Explore the development of a youth mentorship partner program in BC based on the model developed by IAP2 Canada