

## **IAP2 BC EXECUTIVE REQUIREMENTS - November 2017 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, and
- d) consent to the nomination.
- e) Commit to a term of two years

An Executive Officer, duly elected or acclaimed is expected to:

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

## **POSITIONS**

**President:** Lisa Moilanen, VP has indicated she will step into this role as of Nov 2017

- 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, and
- 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:** Anthea Brown, Director at Large has indicated she will step into this role as of Nov 2017

**Secretary:** Vacant as November 2017

- 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:** Andrea Winkler, Director at Large has indicated she will step into this role as of Nov 2017

- 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,
- i) carries out other duties as determined by the Executive Committee.

**Member Services Coordinator:** Daniella Ferguson Third Term 2017 - 2019

- 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:**

Heidi Klein, Director at Large, Term One 2017-2019

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:** Vacant

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

**Youth Coordinator:** Vacant

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