

Appendix BG02.5

BCHCPA Board Role Description

Secretary-Treasurer

The Board of Directors is the legal authority of the BC Hospice Palliative Care Association (BCHPCA). As a member of the Board, the Secretary-Treasurer reports to the President. The Secretary-Treasurer fulfills their duties as outlined in the Bylaws and serves as a member of the Executive Committee.

Requirements

- An honorary life member or active member in good standing of BCHPCA
- Knowledge of hospice palliative care at provincial, national and international levels
- Experience in not-for-profit financial management preferred
- Demonstrated skills in financial policies, budget preparation and management

Responsibilities

- Fulfill the responsibilities within the Board Member Role Description
- Work as an active member of the Executive Committee to support the long- and short-term goals, objectives and priorities of the Association
- Act as a signing authority on behalf of the Board for financial and legal purposes

Financial

- Chair the Finance Committee
- Ensure financial records are kept, necessary to comply with the Societies Act and accepted financial practices
- Speak for the budget in partnership with the Executive Director and the Finance Committee
- Render financial statements to the Board, members and others when required
- Ensure all necessary financial reports are filed
- On behalf of the Board, works together with the accountant through annual review engagement

Secretarial

- Ensures all records and documents of the Association are appropriately stored
- Ensure Issuance of Notices and recording of meetings of the Society and the Directors
- Ensures maintenance of the register of members

Duties of the Secretary may be delegated by the Directors to an employee of the Association. In the absence of the Secretary-Treasurer from a meeting, the Directors must appoint another person to act as Secretary-Treasurer.

Term

At each meeting of the Board immediately following an annual general meeting, the Board will elect the officers. Officers will hold office until the first meeting of the Board held after the next following annual general meeting. (Bylaws Section 10.2)

A person may be removed as an officer by Board Resolution (Bylaws Section 10.3)

Should the President or any other officer for any reason be unable to complete his or her term, the Board will remove such officer from his or her office and will elect a replacement without delay.
(Bylaws Section 10.4)

Reference

BCHPCA Role Description – Board Director
Bylaws Section 6 Directors,
Section 7 Powers of the Board,
Section 10.8 Duties of Secretary,
Section 10.9 Duties of Treasurer,
Section 10.10 Absence of Secretary at Meeting,
Section 10.11 Combination of Offices of Secretary and Treasurer

Approved: November 2014
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