

Attachment 1 - BCCA Constitution Executive Roles and Responsibilities

5.0 Executive

5.1 The Executive shall consist of the following officer positions:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Director

5.2 The Executive may, when appropriate, appoint a past Executive officer (ex officio) to serve on the Executive in an advisory non-voting capacity.

5.3 All Executive officers shall serve for a term of three (3) years.

5.4 The Executive officers shall have charge of the affairs of the Association until the next Annual General Meeting of the Association.

5.5 A minimum of three (3) of five (5) Executive officers are required to duly constitute a regular monthly meeting of the Association.

5.6 If any Executive officer is absent from three (3) consecutive monthly meetings, the Executive may declare that office vacant.

5.7 An Executive officer who ceases to live in the territorial jurisdiction of the Association shall cease to be an Executive officer of the Association.

5.8 In the event of a vacancy in the Executive, the membership of the Association shall vote at the next regularly scheduled monthly meeting to appoint an individual to fill the vacancy until the next Annual General Meeting when an election shall be held to fill the vacancy.

5.9 An Executive officer may be removed for misconduct or breach of the Constitution or bylaws of the Association upon a vote of at least 75% of the voting membership.

5.10 No Executive officer shall be eligible to vote on a matter being considered in which such an officer has a conflict of interest. If such a matter arises, the officer shall at once declare that he/she has a conflict of interest and shall abstain from the vote, and a note thereof shall be made in the Minutes of the meeting.

6.0 Role and Responsibilities of the Executive

6.1 The Executive shall: abide by the founding principles of the Association:

- be accountable to the entire membership of the Association
- encourage and promote the participation of all Members in the activities of the Association
- meet regularly to set the direction of the Association
- shall appoint two signing officers to sign all cheques drawn upon the account(s) of the Association
- strike sub-committees and establish the direction and goals of said sub-committees
- recommend a schedule of membership fees, oversee the collection of fees, and prepare an annual budget for membership approval and organize the Annual General Meeting and provide a full report to the membership

6.2 The President shall: co-ordinate the activities of the Corporation with members of the Executive

- act as the spokesperson for all Association activities and media outlets
- set meeting agendas with the assistance of the Executive
- recommend the striking of sub-committees on special initiatives and/or emerging issues as required
- preside at all meetings of the Association according to Robert`s Rules of Order
- cast the deciding vote in the case of a tie

6.4 The Treasurer shall: prepare a financial update for at least two monthly meetings of any given year for presentation to BCCA building representatives and other Members of the Association

- prepare an annual end of year financial statement for approval by BCCA Members at the October monthly meeting and for subsequent presentation to attendees at the Annual General Meeting in November
- prepare and deliver annual invoices for fees of Member buildings and community partners in early December of any given year
- submit a T2 Corporation Income Tax Return to Revenue Canada on or before April 30 of any given year