

# BCACC Advisory Council Terms of Reference

## Purpose

The Advisory Council provides input and feedback from members at large to the Board. As a channel for member voices, it serves as a source of diverse member perspectives on emerging issues and opportunities that may be significant for Association leadership.

## Mandate

Advisory Council roles, functions, and activities include the following:

1. Discuss emerging trends and issues in the profession, identifying aspects of these that may be significant to the Board (for example, provision of counselling through platforms such as Skype);
2. Provide proactive advice to the Board from time to time, in the form of recommendations (for example, regarding opportunities to promote BCACC with relevant professions);
3. Review and comment on draft documents provided by the Board and Association staff;
4. Report on Advisory Council activities, at least once per year.

## Composition and Operations

The Advisory Council is composed of two Registered Clinical Counsellors per region who do not currently sit on the Board:

- One RCC elected from their region
- One Regional Council Chair, or their designate

*[Note: Advisory Council elections and terms will coincide with those for Regional Council\* members.]*

In addition, the Board may call for nominations and volunteers for members at large, then appoint council members to better reflect the diversity of Association membership: regions and urban / rural communities; duration of membership; types of professional practice; genders, ages, cultures and other demographic variables.

The Advisory Council selects a Chair from among its members. The role of the Chair includes convening meetings, preparing agendas, facilitating meetings, and ensuring that meeting notes are recorded and circulated to members in a timely way.

- The Advisory Council meets a minimum of two times per year, with one mandatory in-person meeting.
- Members are expected to attend all meetings
- Members are required to advise the Council of their inability to attend a meeting by contacting the Executive Coordinator or the Council Chair as soon as possible – at least two days in advance of the meeting.

- Any committee member may resign upon written notification to the Committee Chair. Members who are unable to regularly attend meetings may step down, take a leave, or be asked by the Chair to step down (for example, a member missing two consecutive meetings).
- 50% of the total number of Council members will constitute a quorum.
- The role of staff on this Council is to serve as a resource in a non-voting capacity.

## Accountability

The Advisory Council is directly accountable to the Board as well as to the membership. It reports its discussions and recommendations to the Board by maintaining minutes of meetings and providing reports and recommendations at Board meetings.

*Until final approval of the new governance structure in June 2018, this remains an approved working draft of the Terms of Reference.*