

# BCACC Regional Council Terms of Reference

## Purpose

The Regional Council conducts the business of the Region, and serves as a forum for:

1. Planning, decision making and coordination regarding professional development and networking activities in the region;
2. Engagement of BCACC members in their Association.

## Composition

The Regional Council comprises 3 – 12 volunteer members who are BCACC members residing in the Region. From time to time the Regional Council puts out a call for new members, working with BCACC member services staff - recruiting and nominating as needed.

BCACC members elect a Chair from the Region's membership for a three-year term, to a maximum of two consecutive terms. After serving six consecutive years as Chair, a member may be re-elected after a three-year period.

## Operations

The Regional Council meets approximately 3 - 8 times per year. BCACC staff members provide templates and other resources to support efficient, effective functioning of the Council.

The Council uses BCACC *Meeting Standards* to design, chair and record meetings. It makes decisions by consensus, or by majority rule when unanimity has not been achieved and an immediate decision is required. {insert link}

The BCACC consensus process includes the following basic steps:

1. Identify a proposed decision (through discussion);
2. Make a motion (no seconder required);
3. Discuss, identifying support and any concerns or clarifications;
4. Amend the motion, if needed (to reflect results of step 3);
5. Vote to consent, dissent, or abstain (one or more dissent votes defeat the motion).

## Positions and Roles

In addition to the elected Chair, the Regional Council may appoint a Vice-Chair, and Secretary from among its members.

The core roles of the **Chair** are to facilitate Regional Council meetings (or delegate facilitation), oversee ongoing Council functioning, and liaise with BCACC member services staff. Specific duties are to:

1. Plan Regional Council meetings and develop agendas;
2. Call meetings to order, facilitate efficiently and effectively, and adjourn within agreed time frames;
3. Monitor Regional Council functionality, and initiate group reflection on this annually or as needed;
4. Serve as a member of the BCACC Advisory Council, or recruit another Regional Council member to do so;
5. Liaise with the BCACC member services staff, ensuring clear communication between the Regional Council and the BCACC;
6. Other duties, as agreed to, upon request by the Regional Council or BCACC staff.

The duties of the **Vice Chair** are to:

1. Serve as the Chair's backup, as needed;
2. Other duties, as agreed to, upon request by the Regional Council or the Chair.

The duties of the **Secretary** are to record minutes and circulate these to Regional Council members, copied to member services staff.

## Mandate

The Regional Council's functions include the following:

1. Plan, direct and coordinate upcoming professional development and networking activities in the Region – such as [insert examples that are ongoing or common in this region];
2. Provide input to the BCACC Advisory Council, for their consideration in advising the BCACC Board (for example, regarding emerging trends and issues in the profession);
3. Form and dissolve committees and taskforces as needed, with basic terms of reference;
4. Provide leadership in other activities, aligned with the BCACC values and objectives (in the current Strategic Plan).

## Accountability

The Regional Council is accountable to BCACC members in the Region and the Association as a whole. It maintains minutes of all meetings, provides brief annual reports of activities, and communicates with members from time to time through a variety of methods.

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