

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.