

# BCAEA

## POLICIES AND PROCEDURES

Revised 10/23

This policy section was originally ratified by the Executive at the October 1998 meeting. The policy and procedure statements are compiled from practices, decisions, and motions from 1986 to present at Annual General Meetings and Executive Meetings.

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#### *GENERAL INFORMATION*

##### **Definition of BCAEA**

**(from the President's Report dated March 6, 1987)**

The BC Alternate Education Association is a group of teachers/administrators who seek to establish "A Network for Excellence" with other educational alternative/rehabilitation professionals.

##### **Membership**

BCAEA annual membership is on an evergreen basis with the fee set at the AGM. Only BCTF members are eligible for BCAEA membership. The conference fee includes 1-year BCAEA membership for those eligible (Ex:10/88).

Executive committee members who work at the annual conference receive complimentary membership and registration. (Ex:4/98)

## **EXECUTIVE OFFICERS**

### **PRESIDENT**

**Elected odd years at the AGM for 2 years, plus 1 year as past president (Ex:4/02).**

Duties (Ex:6/93 unless otherwise indicated)

1. Attend PSA council meetings and other meetings required by BCTF.
2. Maintain a working knowledge of the Constitution and Policy Manual.
3. Arrange for chair of general and executive meetings of the association. Call meetings of the executive and membership (dates and venues to be arranged). Suggested meeting dates: Fall (Sept/Oct) Executive. Conference (Feb) AGM: Elections plus Executive: review conf, appoint responsibilities. Spring (April) Executive: budget and goals, awards, appoint responsibilities not done in Feb.
4. Prepare and send out the agenda 10 days in advance of meetings: executive committee and general membership (AGM).
5. Appoint special committees as necessary; request for representation on such committees.
6. Oversee plans set by previous committees.
7. Act as official representative to outside groups (or send substitute); report commitments or activities that involve the Association.
8. Maintain general knowledge of the association's finances.
9. Prepare year's goals with executive at spring meeting.
10. Liaise with treasurer and conference coordinator regarding the budget.
11. Review draft of minutes of meetings for corrections.
12. Collect and file pertinent information from PSA, Ministry of Education, BCTF.
13. Help build cooperation within the executive.
14. Help out at conference.
15. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Ongoing all year: read mail and research from BCTF and PSAC.
- Sept/Feb/April: prepare agendas and chair executive and general meetings.

### **VICE-PRESIDENT**

**Elected odd years for a 2 year term at the AGM (Ex:4/02).**

VP is usually training for presidency. The VP should therefore learn the routines and background of the association by active participation.

Duties (Ex:6/93) unless otherwise indicated)

1. Attend all meetings of the executive committee and general meetings.
2. Be ready to chair meetings or act as the president's substitute at any time.
3. Develop a working knowledge of the Constitution and Policy Manual.
4. Research/review/report current issues in alternative education.
5. Liaise with Ministries. (AGM:1/04)
6. Get to know many association members personally.
7. Review draft minutes of meetings.
8. Chair Awards committee and be an active member of other association committees.
9. Inform recipients and arrange for presentation of certificates to recipients of the BCAEA awards.
10. Prepare and arrange for elections at AGM. (Ex:4/98)
11. Advertise committee positions on website prior to AGM. (Ex:4/98)
12. Organize exhibitor displays for the conference.
13. Arrange taxis or transportation to off-site sessions (Walking Tours).
14. Help out at conference.
15. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Oct-Dec/Jan-Feb/Mar-April: Help with conference and meetings

### **PAST PRESIDENT**

**Term is one year (Ex:6/94)**

Duties (Ex:6/93 unless otherwise indicated)

1. Attend all executive and general meetings.
2. Assist the executive as required.
3. At the request of President or VP, act as nominations chair for election of officers.
4. Help out at conference.
5. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Sept/Jan/April: executive meetings and conference

## **SECRETARY**

### **Elected even years for 2 years at the AGM (Ex:4/02)**

Duties (Ex:6/93 unless otherwise indicated)

1. Take minutes at every executive and general meeting.
2. Send president, VP, and communications coordinator a draft of the minutes within 10 days after meeting to check for accuracy.
3. Send minutes within 3 weeks to Executive, BCTF/PSAC liaisons.
4. Bring copies of last minutes to next meeting.
5. Keep a list of non-procedural motions.
6. Organize distribution of conference brochure. Update contacts to send brochure: SD Alternate and Indigenous, Band Schools.
7. Get list of conference session host volunteers and confirm a host for each session.
8. Inform hosts re duties: Check room setup/AV with speaker, introduce / thank speaker, evaluation cards, inform registration desk if any problems re session.
9. Arrange gift certificates for session hosts.
10. Help out at conference.
11. Coordinate volunteer duties at conference.
12. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Oct/Feb/April-May: Take minutes at meetings; send out drafts and minutes.
- Jan/Feb: Find and confirm session hosts

## **TREASURER**

### **Elected even years for 2 years at the AGM (Ex:4/02)**

Duties (Ex:6/93 unless otherwise indicated)

1. Maintain record of all money belonging to the association as per BCTF guidelines (BCTF Y700 reports).
2. Verify monthly BCTF Y700 statement. Send copy of BCTF statements to Conference Coordinator.
3. Provide a treasurer's report at all executive meetings (latest statement from BCTF).
4. Prepare a preliminary budget with conference coordinator in conjunction with goals for spring meeting.
5. Prepare finalized budget with conference coordinator for PSA Grant by middle of September.
6. Present written budget report (year-end and current statement from BCTF) at the AGM.
7. Authorize cheque requisitions and Expense Vouchers. Ensure receipts are attached. Assign budget category.
8. Send LOAs as requested by committee members and approved by Executive or President.
9. Liaise with BCTF accounting and PSA Executive.
10. Liaise with the President of the association.
11. Help out at conference.
12. Submit receipts for expenses related to duties to president for reimbursement.

Timeline

- Ongoing: 2nd week of each month to verify BCTF statements
- Spring/September: goals and budget to President for PSA Grant Application to BCTF
- Oct/Feb/May: cheque requisitions after executive meetings
- Dec/Jan: cheque requisitions for conference speaker cheques
- Jan/Feb: Budget items for AGM (June 30 Statement of Receipts and Disbursements and last Y700 report)
- April/May: cheque requisitions for awards
- September/January/March: LOAs for meetings

## **COMMUNICATIONS COORDINATOR (Ex:4/23)**

### **Elected even years at the AGM for 2 years. (Ex:4/02)**

Duties (Ex:4/23 unless otherwise indicated)

1. Attend all executive and general meetings.
2. Follow copyright law and BCTF guidelines for PSA editors; contact BCTF as required. Post contributions for social media distribution publication (Ex:4/23).
3. Research/review/report current issues in alternative education.
4. Encourage members to contribute to social media.
5. Confirm speaker/session info in Reg platform for brochure by Sept 9: title/description/bio/limit/focus/type (Feb-Aug).
6. Confirm room set up and AV (Nov/Dec) and send info/report to conference coordinator by Dec 10.
7. Arrange for photos to be taken at conference.
8. Conference reception: double tickets, gather and announce door prizes, staff gated entrance.
9. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Ongoing

## **CONFERENCE COORDINATOR**

### **Appointed by the Executive Committee (Ex:4/02).**

Duties (Ex:6/93 unless otherwise indicated)

1. Attend executive meetings as required.
2. Discuss theme / speakers / location with speaker coordinator and executive.
3. Select / negotiate contract with facility for conference including consideration for:
  - a. breakout rooms (11-12 concurrent), keynote (550), guest rooms (400 room nights)
  - b. 2 snack/breakfasts, reception, meeting rooms (AGM/Exec), exhibit space, AV, and payment (Feb-June).
4. Revise conference forms as needed with registrar and publications (Sept).
5. Plan conference program (speakers/topics) with speaker coordinator (Jan-Sept).
6. Order pens, lanyards, name tag holders and any other conference swag with BCAEA logo (Oct).
7. Get quotes for AV requirements. Send Room setup, and AV info to conference facility (Dec/Jan).
8. Liaise with exhibit coordinator and facility re: exhibitors (Jan).
9. Order catering: snack, coffee and alcohol (Dec/Jan).
10. Send Conference Agenda with Session/Speaker/Room list to hotel (Jan 10).
11. Arrange for reception non-alcoholics and bartenders (Oct-Feb).
12. Print maps, session list, AV list, exhibit table list, and conference notepaper (Feb).
13. Bring Conference Supply Box (pocket chart, banner, session cards, tape, stapler, scissors, paper, etc.) to conference.
14. Troubleshoot at conference (Feb).
15. Review bill from facility and arrange for payment.
16. Prepare conference evaluation/demographics reports with speaker coordinator and registrar.
17. Keep records of conference organization and financial information to pass on to successive conference coordinators. (T.O:9/91)
18. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Ongoing with busiest times in September, October, December, January, February and March.

## **SPEAKER COORDINATOR**

### **Appointed by the executive committee (Ex:4/02).**

Duties (Ex:6/93 unless otherwise indicated)

1. Attend executive meetings as required.
2. Establish budget for speakers with coordinator and treasurer (Apr).
3. Recruit speakers and negotiate costs (confirmations by end of June). (Ex-RR:10/91)
4. Adhere to out of country speaker regulations (work permits, handout implications).
5. Make multi-year plans for future conferences confirming keynotes 18-20 months ahead.
6. Plan conference program for brochure (session dates/times) with coordinator and contact speakers (Feb-June).
7. Arrange pre-keynote openings and entertainment.
8. Arrange contracts or confirming emails with speakers to include with cheque requisitions.
9. Notify Publications Manager when brochure info is ready.
10. Create report with payment amount, SIN#/company, address for each speaker for motion at Fall exec meeting.
11. Update negotiated speaker cost information in registration platform (Dec).
12. Archive comprehensive masterlist of speaker info (session, pay info, contact).
13. Get number registered in each session and advise speakers 2 weeks before conference.
14. Have evaluation cards tallied.
15. Thank speakers and provide feedback if requested (Feb/March).
16. Staff speaker table at conference.
17. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Ongoing: March to June, and September, January, February are busiest times.

## **REGISTRAR**

### **Appointed by the executive committee (Ex:4/02)**

Duties (Ex:6/93 unless otherwise indicated)

1. Attend executive meetings as required.
2. Maintain (online) registrations. (Oct-Feb).
3. Make or arrange printing of name tags with conference info (sessions).

4. Provide receipts to payees (districts, schools, etc.) paid on behalf of registrants.
5. Staff registration desk at conference.
6. Deal with refund requests.
7. Send registrations for membership to BCTF by end of February.
8. Notify treasurer and conference coordinator when registration/memberships have been submitted to BCTF.
9. Submit receipts for expenses related to duties to treasurer for reimbursement.
10. Communicate with registrants as necessary.

Timeline

- September to February with December, January and February busier.

**PUBLICATIONS MANAGER**

**Appointed by the executive (Ex:4/02)**

Duties (Ex: 4/02, AGM:1/04 and Ex:10/04)

1. Attend executive meetings as required.
2. Maintain website (update information: executive, conference, awards, directory).
3. Upload conference program to website and add registration button.
4. Produce conference brochure by end of Sept.
5. Communicate that conference registration is live.
6. Provide materials with Association logo as requested.
7. Help out at the conference.
8. Act as admin for Microsoft 365.
10. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Ongoing with busiest times in September.

## **ASSOCIATION ACTIVITIES**

### **SOCIAL MEDIA**

BCAEA has a social media presence that contains pertinent information for members.

### **WEBSITE**

**[www.bcaea.com](http://www.bcaea.com)**

BCAEA maintains a website containing news and articles of interest to members as well as links to current and past issues of the newsletter, conference information, a program directory, and contact information for the executive. It is updated on an ongoing basis.

### **PROGRAM DIRECTORY**

BCAEA maintains a searchable program directory listing all known alternate programs in the province, including information on contact names, numbers, and addresses, the type of program.

### **CONFERENCE**

BCAEA holds an annual conference in February on current issues in alternate education. Workshops are varied enough to include issues of interest to all staff working with alternate education students (teachers, support staff, counselors, administrators).

### **GRANTS AND AWARDS**

**website: [www.bcaea.com/awards.html](http://www.bcaea.com/awards.html)**

#### **Grants**

- Chapter Support Local chapters may apply for an initial start-up grant (RR:2/91) and a per member grant for subsequent years.(T.O:9/92 and RR:2/91)
- Activity Grants (Ex:6/93 and T.O:9/92) See website for details.

#### **Grants Related to Conferences**

- Members may apply for a grant to cover expenses to attend a related conference on the condition that they actively advocate for alternate students and BCAEA and submit a report for the next newsletter. Reimbursement is made on receipt of newsletter article. (AGM:1/92).
- Executive members are reimbursed for approved expenses for meetings before, during or after annual conference. (Ex-RR:1/91)
- Executive Committee members who work at the annual conference receive complimentary registration/membership. (Ex:4/98)
- Members may apply for a grant to help fund regional conferences. (T.O:9/91)
- All BCAEA presidents receive complimentary BCAEA conference registration.

#### **Honorary Life Membership**

- BCAEA may grant honorary life membership to a member who has provided exemplary service.

#### **Awards**

- Student Achievement Awards (Ex:10/04) See website for details.
- Student Bursary (Ex:6/93 and T.O:9/92) See website for details.
- Kathi Hughes Innovative Programming Award (Ex:6/93 & T.O:9/92). See website for details.
- Anita Chapman Alternate Curriculum Award (Ex:2/18). See website for details.
- Liz Louwersheimer Memorial Scholarship (Ex:2/18). See website for details.