

## **PIBC OKANAGAN-INTERIOR CHAPTER EXECUTIVE BACKGROUNDER**



*(taken directly from the PIBC Administrative Policy Manual):*

### **Chapter Executive:**

Each Chapter shall maintain an Executive of elected volunteer corporate Chapter members, which shall be responsible for managing the activities and affairs of a Chapter, including, but not limited to:

- a) Ensuring the Chapter, its affairs and activities are managed effectively, efficiently and in accordance with the bylaws, policies, and guidelines of the Institute, as may be stipulated by PIBC Council;
- b) Ensuring the Chapter and its activities are fulfilling the mandate and responsibility of the Chapter, and effectively serving the needs of the Institute and its members;
- c) Actively engaging and communicating regularly with Chapter members regarding the affairs and activities of the Chapter;
- d) Preparing and maintaining an annual budget for the Chapter, in accordance with the bylaws, policies, and guidelines of the Institute, as may be stipulated by PIBC Council;
- e) Seeking prior consideration and approval from the PIBC Executive Director, or PIBC Council when applicable, for any and all significant financial, business or contractual decisions under consideration by the Chapter;
- f) Other responsibilities, activities or projects as PIBC Council may designate from time to time.

### **Chapter Executive Composition:**

Each Chapter Executive shall be composed of the following members (all of whom shall be voting unless otherwise stated):

- a) The Chapter Chair;
- b) The Chapter Secretary;
- c) At least three (3) other corporate Chapter members of the Institute.

A Chapter may elect to designate a member of the Chapter Executive as a Deputy Chapter Chair to assist the Chapter Chair with their responsibilities.

### **Responsibilities of the Chapter Chair:**

The Chapter Chair shall be responsible for the overall coordination and oversight of the Chapter's activities and responsibilities, including, but not limited to:

- a) Scheduling and calling all meetings of the Chapter and Chapter Executive;
- b) Chairing and presiding over all meetings of the Chapter and Chapter Executive;
- c) Undertaking and/or coordinating the day-to-day work of the Chapter and Chapter Executive, as may be required;
- d) Actively engaging and communicating with the Chapter Executive regarding the affairs and activities of the Chapter;
- e) Providing leadership in coordinating and monitoring the work of the Chapter and Chapter Executive on an ongoing basis, and ensuring the effective, efficient implementation of Chapter and Chapter Executive activities;
- f) Acting as the primary point of contact for the Chapter and Chapter Executive;
- g) Approving any disbursement of funds on the Chapter's behalf, in accordance with the approval of the Chapter Executive, the Chapter's annual budget, and in accordance with the bylaws, policies, and guidelines of the Institute, as may be stipulated by PIBC Council;
- h) Reporting regularly to and taking direction from PIBC Council on the activities of the Chapter and Chapter Executive.

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*(taken directly from the PIBC Administrative Policy Manual):*

### Responsibilities of the Chapter Secretary:

The Chapter Secretary shall be responsible for the overall coordination and oversight of the Chapter's record keeping, administrative and financial affairs, including, but not limited to:

- a) Recording, distributing, submitting and maintaining proceedings of all Chapter Executive meetings and Chapter general meetings, including filing such proceedings with the Institute's offices;
- b) Monitoring and reporting on the Chapter's annual budget and financial activities to the Chapter Executive and the Institute's offices;
- c) Approving any disbursement of funds on the Chapter's behalf, in accordance with the approval of the Chapter Executive, the Chapter's annual budget, and in accordance with the bylaws, policies, and guidelines of the Institute, as may be stipulated by PIBC Council;
- d) Working closely with the Institute's offices to ensure the effective, efficient operation of the Chapter's administrative and financial activities.

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