



SECTION III

POSITIONS AND DUTIES

BCSLs BOARD MEMBERS



POSITIONS & DUTIES - INTRODUCTION

Individuals fulfilling all BCSLS positions are accountable to the Board of Directors and the Society's Constitution & Bylaws. The Society is run in accordance with the requirements of the BC Society Act and generally accepted standards of nonprofit organizational management.

Each board member receives resource materials on the management of nonprofit organizations and is expected to act in good faith as stewards of the Society.

Limitations have been developed to assist all Directors, Executive Director and staff in knowing boundaries of acting on behalf of the Society. The following limitations apply to each position equally;

1. May not function autonomously
2. May not override Board decisions
3. May not incur expenses without Board approval
4. May not deviate from Society Bylaws and Rules and Regulations
5. May not make public statements that are not in accordance with Board policies
6. Must not intentionally act illegally and/or unethically

The following pages contain detailed description of duties for each member of the board of directors as well as the Executive Director.

DUTIES OF BOARD OF DIRECTORS

A. **PRESIDENT**

This is an elected position with a three-year term on the Board of Directors (one year as Vice President, the second as President and the third as Past President). The role of the President is leadership, focusing focus the board's attention on the 'Mission' of the Society and stimulating interest in the Society's activities.

Duties and Responsibilities

1. Presides at all meetings of the board of Directors including the Annual General Meeting; chairs the Personnel/Staff Relations Committee.
2. May not vote for any motions at Board meetings while chairing a meeting but may vote on issues in Board meetings while not in the chair. May vote on issues outside Board meetings.
3. Shall designate responsibilities to other Board members within the terms of the BCSLS Bylaws.
4. Appoints, with approval of the Board, special committee chairpersons and defines the responsibilities of these committees.
5. Appoints, with approval of the Board, a successor to any member of the Board who has resigned during his/her term of office.
6. Is an ex-officio member of all committees.
7. Attends the CSMLS Council of Presidents meetings and is responsible for two-way communication between the BCSLS and the CSMLS.
8. Attends the Annual General Meeting of the CSMLS and reports to the next meeting of the BCSLS Board of Directors.
9. Presides at all social functions of the Society.
10. Corresponds with Society members, CSMLS, other professional societies, government and other agencies as appropriate.
11. Is responsible for soliciting participation from all Board members regarding performance review of Executive Director held annually.
12. Indicates appreciation for retiring Board members.

Objective

Successful completion of duties and responsibilities will result in co-ordinated communication between all facets of Society business and an increase in Society activities.

Specifications

Shall be a BCSLS member in good standing. Previous active participation at an academy or provincial level would be an asset. Experience in chairing meetings is a definite asset.

Limitations

1. May not function autonomously
2. May not override Board decisions
3. May not incur expenses without Board approval
4. May not deviate from Society Bylaws and Rules and Regulations
5. May not make public statements that are not in accordance with Board policies
6. Must not intentionally act illegally and/or unethically

DUTIES OF BOARD OF DIRECTORS (cont'd)

B. VICE PRESIDENT

This is an elected position with a three year term on the Board of Directors. The first year is served as Vice President, the second as President and the third as Past President. The major function of this position is to gain experience for the position of president and to assist the President as necessary.

Duties and Responsibilities

1. Attends all meetings of the BCSLS Board of Directors
2. Is the Board liaison for the Awards and Government Relations Committees.
3. In the absence of the President, assumes the duties and responsibilities of the President.
4. Attends the BCSLS Congress and Annual General Meeting.

Objective

Successful completion of term will enable the Vice President to confidently assume the role as President.

Specifications

Shall be a BCSLS member in good standing. Previous active participation at academy or provincial level would be an asset, as well as experience in chairing meetings.

Limitations

1. May not function autonomously
2. May not override Board decisions
3. May not incur expenses without Board approval
4. May not deviate from Society Bylaws and Rules and Regulations
5. May not make public statements that are not in accordance with Board policies
6. Must not intentionally act illegally and/or unethically

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DUTIES OF BOARD OF DIRECTORS (cont'd)

C. PAST PRESIDENT

This is an elected position with a three year term on the Board of Directors. The first year is served as Vice President, the second as President and the third as Past President.

Major functions are to review and implement legislative changes, to coordinate the election and maintain ongoing communication with the President.

Duties and Responsibilities

1. Attends and reports to all meetings of the BCSLS Board of Directors
2. Presents proposed bylaw changes to the Annual General Meeting and the BC Registrar of Companies (Societies Act)
3. Chairs both the Nominating and Legislature Committees, and others at the request of the President.
4. Reviews and updates both the Bylaws and Rules and Regulations.
5. Attends the BCSLS Congress and Annual General Meeting.

Objective

Successful completion of duties will result in properly conducted meetings, election and implementation of appropriate legislative changes.

Specifications

Shall be a BCSLS member in good standing. Previous active participation at an academy or provincial level would be an asset.

Limitations

1. May not function autonomously
2. May not override Board decisions
3. May not incur expenses without Board approval
4. May not deviate from Society Bylaws and Rules and Regulations
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DUTIES OF BOARD OF DIRECTORS (cont'd)

D. DIRECTOR OF PROFESSIONAL DEVELOPMENT

This is an elected position with a two year term. Major functions are to ensure the success of MLT and MLA education, Congress, Employment committees and the Advisory representatives.

Duties and Responsibilities

1. Attends and reports to all meetings of the BCSLS Board of Directors
2. Oversees the preparation of budgets for education activities and submits it to the Budget Committee
3. Is responsible for all professional development projects and functions. Oversees the activities of the Education chairperson and related subcommittees
4. Works in conjunction with the Education Coordinator to ensure the production of quality education
5. Represents BCSLS education to related health care societies and educational institutes.
6. May attend the Canadian Association of Medical Laboratory Educators (CACMLE) meetings at own expense.
7. Attends the CSMLS Continuing Education Committee and reports to the Board of Directors.
8. Attends the BCSLS Congress and Annual General Meeting
9. Will provide assistance and support to ensure proper arrangements of exams on behalf of CSMLS.

Objective

Successful completion of duties and responsibilities will result in well coordinated communication and effective use of available educational resources.

Specifications

Shall be a BCSLS member in good standing. Previous active participation in education at an academy or provincial level would be an asset.

Limitations

1. May not function autonomously
2. May not override Board decisions
3. May not incur expenses without Board approval
4. May not deviate from Society Bylaws and Rules and Regulations
5. May not make public statements that are not in accordance with Board policies
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DUTIES OF BOARD OF DIRECTORS (cont'd)

E. DIRECTOR OF MARKETING AND COMMUNICATIONS (elected for a 2 year term)

Major functions are to maintain good public relations and to increase awareness of Medical Laboratory Technology.

Duties and Responsibilities

1. Attends and reports to all meetings of the BCSLS Board of Directors
2. Attends the Marketing and Communications meetings of the CSMLS and reports to the BCSLS Board of Directors
3. Joins the teleconference meetings of the MLT and/or MLA Director at Large as needed to deal with Public Relations issues
4. Maintains good public relations with the BCSLS members, prospective members, general public, schools, government, media and other professional bodies and agencies.
5. Provides information to all interested parties on the roles of BCSLS, CSMLS, laboratory technologists and assistants, and educational requirements
6. Maintains and builds a library of pamphlets, brochures and audio visual material pertaining to the above areas. Ensures the development of publicity materials for BCSLS.
7. Works in close cooperation with the Executive Director in the publication of the *Objective* and *Condenser*.
8. Coordinates a publications committee in editing and proofreading of publications
9. Ensures that all BCSLS members and other agencies as appropriate receive the *Objective* and *Condenser*.
10. Is responsible for maintaining and updating the BCSLS archives.
11. Attends the BCSLS Congress and Annual General Meeting.

Objective

Successful completion of duties and responsibilities will result in increased awareness of the role of medical laboratory technologists/assistants and the profession.

Specifications

Shall be a BCSLS member in good standing. Previous active participation at an academy or provincial level would be an asset.

Limitations

1. May not function autonomously
2. May not override Board decisions
3. May not incur expenses without Board approval
4. May not deviate from Society Bylaws and Rules and Regulations
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DUTIES OF BOARD OF DIRECTORS (cont'd)

E. MLT DIRECTOR AT LARGE

An elected position with a two year term. Major functions are to provide liaison between MLTs, the Board of Directors and the academies throughout the province.

Duties and Responsibilities

1. Attends and reports to all meetings of the Board of Directors
2. Is responsible for conducting three to four teleconferences with the academy representatives. The use of invited guests to participate in discussion is as required.
3. Is responsible for reporting academy activities and concerns to the Board of Directors and in return reports Board of Directors decisions and information back to the academies.
4. Submits a report for each Board meeting including information from all the active academies. This position is also responsible for submission of year-end reports to be included in the AGM booklet and articles for newsletters as requested.
5. Attends the congress and Annual General Meeting.
6. Is responsible for hosting the Academy Forum at the Annual Congress to solicit feedback from the academies.
7. Works in close cooperation with the Director of Professional Development to provide ongoing education for members.
8. Works in close cooperation with the Director of Marketing and Communication to improve public relations.

Objective

Successful completion of duties and responsibilities will ensure that the needs of the MLT members are realized.

Specifications

Shall be a member in good standing. Previous active participation at an academy or provincial level would be an asset. Good communication skills are also an asset.

Limitations

1. May not function autonomously
2. May not override Board decisions
3. May not incur expenses without Board approval
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DUTIES OF BOARD OF DIRECTORS (cont'd)

F. MLA DIRECTOR AT LARGE

An elected position with a two year term. Major functions are to provide liaison between MLAs, the Board of Directors and the members of each academy.

Duties and Responsibilities

1. Attends and reports to all meetings of the Board of Directors
2. Is a member of the MLA Certification Committee and the MLA Education Committee.
3. Is responsible for reporting academy activities and concerns to the Board of Directors and in return reports Board of Directors decisions and information back to the academies.
4. Submits a report for each Board meeting including information related to MLAs. This position is also responsible for submission of year-end reports to be included in the AGM booklet and articles for newsletters as requested.
5. Attends the congress and Annual General Meeting.
6. Works in close cooperation with the Director of Professional Development to provide ongoing education for members.
7. Works in close cooperation with the Director of Marketing and Communication to improve public relations and to provide ongoing reports that are relative to MLA issues.

Objective

Successful completion of duties and responsibilities will ensure that the needs of the MLA members are realized.

Specifications

Shall be a member in good standing. Previous active participation in a professional association and good communication skills are an asset.

Limitations

1. May not function autonomously
2. May not override Board decisions
3. May not incur expenses without Board approval
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DUTIES OF BOARD OF DIRECTORS (cont'd)

G. TREASURER (elected position with a 2 year term)

Major function: oversee the finances of the Society.

Duties and Responsibilities

1. Attends and reports to all meetings of the BCSLS Board of Directors
2. Chairs the Budget Committee
3. Is custodian of all financial properties of the Society
4. Disburses payment for Society expenditures and prepares information for the appointed auditor who will prepare the annual financial statement
5. Presents the financial report at the Annual General Meeting via Annual Report
6. Ensures that the office submits the financial report to the BC Registrar of Companies (Societies Act)
7. Prepares and submits interim financial statements to the Board or membership on request.
8. Acts as a resource to the congress committee chairpersons.
9. Prepares the annual budget with the Executive Director and submits it to all Board members for approval.
10. Ensures Society funds are invested according to established guidelines. Monitors investments, bank accounts, general ledger and variance reports.
11. Ensures appropriate payment of staff and timely submission of remittances to Revenue Canada and Workers Compensation Board.
12. Attends the BCSLS Congress and Annual General Meeting.

Objective

Successful completion of duties and responsibilities will result in appropriate disbursement of Society funds.

Specifications

Shall be a BCSLS member in good standing. Previous active participation at the academy or provincial level would be an asset.

Limitations

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