

# BCAEA

## POLICIES AND PROCEDURES

(Revised 10/14)

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 the present at Annual General Meetings, Regional Rep 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 and/or present 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: With Fall Training (Sept/Oct): Executive. February (Conference) AGM: Elections / Executive: review/ conf, appoint responsibilities. Spring (April): Executive: approve budget and goals, appoint responsibilities not done in Jan.
4. Arrange for an annual general meeting (AGM).
5. Prepare the agenda for meetings of the executive and the general membership (AGM). The agenda should be prepared well in advance of a meeting to allow for adequate contacts with all persons involved in the business.
6. Appoint special committees as necessary; request for representation on such committees.
7. Oversee plans set by previous committees.
8. Act as official representative to outside groups (or name a substitute); Report to the membership commitments or activities that involve the association.
9. Maintain general knowledge of the association's finances.
10. Prepare year's goals with executive at spring meeting.
11. Liaise with treasurer regarding the budget.
12. Review draft of minutes of meetings for corrections.
13. Collect and file pertinent information from PSA, Ministry of Education, BCTF.
14. Help build cooperation within the executive.
15. Help out at conference.
16. 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 two year term at the AGM (Ex:4/02).**

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

Duties (Ex:6/93 and 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 in Newsletter prior to AGM. (Ex:4/98)
12. Organize publishers' displays for the conference.
13. Get list of conference session registrants from registrar and find a host for each session.
14. Inform hosts re duties: Check room setup/AV with speaker, introduce / thank speaker, check session cards, collect cards, inform registration desk if any problems re session.
15. Info desk at conference: new registrations, pre-registered, problems, inquiries, lunch break, clean-up)
16. Arrange taxis or transportation to off-site sessions (Walking Tours).
17. 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-TREASURER**

**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 the president, vice-president, and newsletter editor a draft of the minutes within 10 days after meeting to check for accuracy and act on decisions recorded.
3. Send minutes within 3 weeks to Executive, BCTF/PSAC liaisons.
4. Promptly acknowledge correspondence received by the association.
5. Bring copies of last minutes to next meeting.
6. Keep a list of non-procedural motions.
7. Maintain record of all money belonging to the association as per BCTF guidelines.
8. Verify monthly BCTF statement. Centralize outside accounts to BCTF account.
9. Give a treasurer's report at all executive meetings.
10. Prepare a preliminary budget in conjunction with goals in spring for finalization in fall.
11. Present written budget report for the AGM.
12. Authorize cheque requisitions. Ensure receipts are attached. Categorize expenses.
13. Liaise with BCTF accounting and PSA Executive.
14. Liaise with the president of the association.
15. Help out at conference.
16. Attend fall training for treasurer as appropriate.

Timeline

- Oct/Jan-Feb/April-May: Take minutes at meetings; send out drafts and minutes.
- Ongoing: 2nd week of each month to verify BCTF statements
- Spring/September: goals and budget to BCTF
- Oct/Jan: cheque requisitions after executive meetings
- Dec/Jan: cheque requisitions for conference speaker cheques
- April/May: cheque requisitions for awards

## **NEWSLETTER EDITOR**

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

Duties (Ex:6/93 unless otherwise indicated)

1. Attend all executive and general meetings.
2. Attend first possible BCTF newsletter editor training session.
3. Follow copyright law and BCTF guidelines for PSA editors; contact BCTF as required. Prepare two Newsletters for publication; guidelines for Newsletter issues (Ex:4/02): Fall: advertise conference, elections, AGM info, awards, goals, budget, finances; Spring: award winners, conference pictures.
4. Consult with outgoing/incoming editor for April/May edition.
5. Research/review/report current issues in alternative education.
6. Encourage members to contribute to newsletter.
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: Solicit and collect articles and information for newsletter
- October/April-May: prepare newsletter for publication

## **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), 3 coffee breaks,
  - b. 2 continental breakfasts, reception, meeting rooms (AGM/Exec), hospitality room, exhibit space, AV, photocopying, parking, and payment (Feb-June).
4. Revise conference forms with registrar and publications (Sept).
5. Plan conference program (speakers/topics) with speaker coordinator (Jan-Sept).
6. Organize mail out of conference brochure. Send brochures to inquirers.
7. Get room setup/AV from speaker coordinator and session numbers from registrar.
8. Get quotes for AV requirements. Send Room setup, and AV info to facility (Dec/Jan).
9. Liaise with exhibit coordinator and facility re: publishers needs (Jan).
10. Order catering: Continental breakfast and coffee breaks (Dec/Jan).
11. Send Session/Speaker/Room list to hotel. (Jan 10)
12. Make or arrange for signs to post outside each session room. (Jan 10)
13. Make final program (welcome, speaker/session/room list, grid, hotel map (Feb 9).
14. Order pens with BCAEA logo and conference notepaper for pickups.
15. Get labels (folder/envelope) and name tags from registrar. Coordinate pickups.
16. Bring Conference Supply Box (pocket chart, banner, extra session cards) to conf.
17. Troubleshoot at conference (Jan).
18. Review bill from facility and arrange for payment.
19. Prepare conf. evaluation/demographics report with speaker coordinator and registrar.
20. Keep a record of conference organization and financial information which will be passed on to successive conference coordinators. (T.O:9/91)
21. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Ongoing with busiest times in September, October, December, January, 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. Plan program (session dates/times) with coordinator and contact speakers (Feb-June).
6. Collect speaker/session info including info for brochure, AV, room set up (Feb-Aug).
7. Send speaker info (title/description/bio/limit/focus/type) to publications by Sept 9.
8. Maintain comprehensive masterlist (spreadsheet/database) of speaker info (session, pay info, contact).
9. Send AV and Room setup to coordinator by Nov 15.
10. Send cheque amount, SIN#/company, address for each speaker to treasurer by Dec.10.
11. Get # registered in each session from registrar; advise speakers (Feb 7-20).
12. Prepare conference evaluation report (tally session cards) with coordinator and registrar.
13. Mail evaluation cards and letter of thanks to speakers (Feb/March).
14. Staff speaker table at conference.
15. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Ongoing: April to June, and September, January, February are busiest times.
- Appointed at January meeting for 1 term starting immediately (conf-conf). (Ex: 10/05)

## **REGISTRAR**

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

Duties (Ex:6/93 unless otherwise indicated)

1. Attend executive meetings as required.
2. Revise registration form with conference committee: coordinator, treasurer, publications (Sept).
3. Setup online registration and database, including: personal data re: registrant, workshop choices, home address, phone #s, school, occupation, payment / receipt information.
4. Get session size limits from publications (Sept).
5. Maintain (online) registrations on database and prepare receipts. (Oct-Jan).
6. Deposit registration fees to conference account at BCTF.
7. Send receipts to payees (districts, schools, etc) paid on behalf of registrants.
8. Keep conference coordinator updated on conference and session registration #s.
9. Send pickup info: 3 labels (folder/envelope/name tag) and receipts to coordinator for printing as requested.
10. Provide alphabetical listing of registrants and sessions for use at conference.
11. Staff registration desk at conference.
12. Deal with refund requests.
13. Submit registrations for membership to BCTF by end of February.
14. Send registration/demographic info to coordinator for evaluation report (Feb/March).
15. Send final registration count to conference coordinator and Newsletter editor (Feb/March).
16. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- October to February with December and January being very busy.

## **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, newsletter, directory).
3. Convert and upload issues of the newsletter and conference program/registration.
4. Design, typeset and print conference brochure (1500) copies by end of Sept.
5. Publish (design, typeset, and print) Newsletter (Ex:10/04).
6. Provide materials with Association logo as requested.
7. Maintain General Membership Discussion list.
  - a. Add/remove members
  - b. Update welcome message.
  - c. Respond to requests for help from users of the discussion list.
  - d. Respond to messages from NTLlist regarding undeliverable mail.
8. Liaise with BCTF regarding listserv issues .
9. Help out at the conference.
10. Submit receipts for expenses related to duties to treasurer for reimbursement.

Timeline

- Ongoing with busiest times in September and before newsletters.

## **ASSOCIATION ACTIVITIES**

### **NEWSLETTER**

BCAEA publishes 2 newsletters per year that contain news, reports, and articles of interest to members.

### **WEBSITE**

**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.

### **LISTSERV**

BCAEA maintains one listserv for general membership use.

### **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, and the curriculum or technology used.

### **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 paid for approved non-reimbursed expenses at the annual conference in connection with meetings before and during conference.(Ex-RR:1/91)
- Executive Committee members who work and/or present at the annual conference receive complimentary membership and registration. (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.