



- ❖ All BC-ABA Board Members are required to be members in good standing of Applied Behavior Analysis International (ABAI).
- ❖ All BC-ABA Board Members are required to attend board meetings on a regular basis. A BC-ABA Board Member cannot miss more than two of the scheduled meetings for the year without just cause (illness or injury). Absences from a board meeting must be reported to the BC-ABA Secretary as soon as possible. Any member of the Board of Directors who is absent from more than two meetings per year without a just cause, as determined by the other members of the board, may be replaced.

### ***President***

During a two-year term, the President to the Board shall be responsible for:

1. Providing a Presidential report at the AGM;
2. Presiding at all BC-ABA Board Meetings;
3. Communication on behalf of BC-ABA to ABAI;
4. Performing of duties as agreed upon by the Board;
5. Publicly representing BC-ABA to meet the needs of the organization as they arise;
6. Consulting with committees as needed; and
7. General supervision over the affairs of BC-ABA

### ***President Elect***

The President-Elect is the second-ranking elected member of the BC-ABA Board and assumes the elected position at the conclusion of his or her term of two years. He or she supports the president in fulfilling the goals and objectives of the Board by providing continuity to established programs and formulating future programs for his or her own presidency. The President-Elect shall be responsible for:

1. Assuming the responsibility of the President in his or her absence;
2. Attending Board meetings;
3. Accepting responsibilities delegated by the President, such as representing the President at allied organization meetings, and any other duties as appropriate to the presidency;
4. Performing on at least one additional committee;
5. Promoting leadership activities for the Board of BC-ABA

### ***Past President***

The Past President assumes the position at the end of his or her term as President and shall occupy the role for 2 years. He or she supports the President and Board in fulfilling

the goals and objectives of the Board by providing continuity to established programs and objectives of the association. The Past President shall be responsible for:

1. Attending at least 50% of board meetings per year;
2. Will preside over board meetings in the absence of the President and President Elect;
3. Accepting responsibilities delegated by the President, such as acting as a Board representative at allied organization meetings, and any other duties as agreed to by the Board;
4. Performing in at least one volunteer role (e.g., at the annual conference);
5. Promoting leadership activities for the Board of BC-ABA

### ***Secretary***

During a two-year term, the Secretary to the Board shall be responsible for:

1. Recording and retaining minutes of all proceedings at Board meetings and general meetings, Will designate a member to take minutes in his/her absence;
2. Ensuring the accuracy of records of the names of members of the Board present at each Board meeting or any general meeting;
3. Ensuring the accuracy of minutes of all elections and appointments of Board members;
4. Ensuring the scheduling of the Annual General Meeting and Special General Meetings in conjunction with the President and the conference committee;
5. Overseeing the maintenance and retention of all correspondence of BC-ABA as per the Society Act;
6. Distributing meeting minutes to Board members within one month of a meeting;
7. Creating and distributing Board meeting agendas;
8. Will facilitate the transition of duties to the incoming Secretary at the end of his/her term.

Note: The Secretary shall be elected on an alternating basis with election of the Treasurer, such that in any given year, only one of these roles will be occupied with a new candidate.

### ***Treasurer***

During a two-year term, the role of the Treasurer of BC-ABA is to manage and report on the financial aspects of the Association's business, ensure the financial viability of the Association while working to achieve the stated purposes of BC-ABA as written in the Society Act Constitution and Bylaws.

The Treasurer to the Board shall be responsible for:

1. Management of the financial aspects of the Association.
2. The receipt, custody and disbursement of all funds and securities of BC-ABA.
3. General accounting activities (record keeping, bookkeeping);
4. Advisement on and approval of all expenditures;
5. Supervision and coordination of all billing, invoicing, reimbursements and handling of financial aspects of BC-ABA business that is initiated by Board Members, Committees or other acting on behalf of BC-ABA;

6. Reviewing and recommending activities of the Board and Committee that are aligned with the annual budget.
7. The Treasurer shall report on the financial condition of the Association to the general membership at the Annual General Meeting, and shall make interim reports, as necessary, and upon receipt of due notice, to the Board of Directors.
8. At year end the Treasurer shall submit to the President, for the consideration of the BC-ABA Board of Directors, a financial statement for the previous fiscal year and a budget for the current fiscal year.
9. Participating as a consulting member of Committees, as needed, when their activities will impact the BC-ABA budget;
10. Will facilitate the transition of duties to the incoming Secretary at the end of his/her term

Note: The Treasurer shall be elected on an alternating basis with the election of the Secretary, such that in any given year only one of these roles will be occupied by a new candidate.

### ***Members at Large***

Members at Large (MALs) must be full members in good standing of BC-ABA.

During a two-year term, the role of the Member at Large is to:

1. Performing duties as agreed upon and designated by the Board
2. Serving on the committee to which he/she was elected

Note: Half of the Members at Large will be elected on alternate years.

### ***Student Representatives***

The Student Representatives will be elected for a two-year term. During their second year on the Board the Student Representative will be considered "Past Student Representative" and their duties will thereby include training of the new Student Representative. As such, half of the Student Representatives will be elected on alternate years. Student Representatives must be enrolled in a post secondary institution directly related to Behaviour Analysis and enrolled during the entirety of their position.

The role of the Student Representative is to:

1. Represent Student members of BC-ABA:
  - a. Be the mediating body between student members of BC-ABA and the Board:
    - i. Be available to communicate with student members either in person or via electronic means;
    - ii. Bring forward concerns and ideas from student members to the Board;
    - iii. Performing duties as agreed upon and designated by the Board.

2. One student representative works as an active member, either acting as chair or co-chair, of the Membership Committee, with the intent to recruit student members.
3. One student representative works as an active member, either acting as chair or co-chair, of the Public Relations Committee.
4. [Maintain student alliance council.](#)
5. [Maintain student alliance council YouTube page.](#)

## **Committees**

### **Conference Committee**

The general role of the Conference Committee is to organize and coordinate educational events on the topic of behaviour analysis.

The roles and responsibilities of the Conference Committee include:

1. Hold regular meetings
  - a. Meetings will be organized with sufficient notice that the Board members and/or general members may attend;
  - b. Distribute notes from all meetings to the Board and/or members of the conference committee.
2. Organize an annual conference as per the Conference Committee Manual
3. Organize additional events at the behest of the Board
4. Co-ordinate events with other relevant stakeholders
5. Co-ordinate the delivery of Continuing Education Units (CEU's) approved by the Behavior Analyst Certification Board (BACB);
  - a. Maintain ACE Type 2 provider certification by the BACB by submitting the application in accordance with the BACB requirements;
  - b. Co-ordinate all necessary documentation for events to ensure that CEU's can be offered;
  - c. Maintain all records of CEU events for the necessary length of time.
6. Co-ordinate with and seek approval from the Board and Treasurer regarding all expenditures.

### **Membership Committee**

The Membership Committee of BC-ABA should include:

- (At least) One Student Representative
- (At least) One Member at Large

The roles and responsibilities of the Membership committee of BC-ABA include:

1. Attracting new members
  - a. Develop a "marketing" plan
    - i. Define the benefits for having a membership/incentives
    - ii. Target key demographics (BCBAs/Students/etc.)
    - iii. Define tools to reach target populations
2. Perform administrative duties pertaining to BC-ABA membership

- a. Maintain current list of members
  - b. Provide receipt of membership (if one has not been provided for the member on the website)
  - c. Coordinate renewal notices with the Secretary
  - d. Coordinate with the Treasurer to manage membership dues (e.g., keep track of members in arrears, collect dues, retain receipts, etc.)
3. Hold regular meetings

### **Public Relations Committee**

The Public Relations Committee of BC-ABA should include:

- (At least) One Student Representative
- (At least) One Member at Large

The roles and responsibilities of the public relations committee include:

1. The Chair of the public relations committee will be responsible for communicating with the Webmaster to update the BC-ABA website on issues pertaining to membership.
2. Generating content, designing and publishing newsletter/blog/social media posts.
3. Maintaining and updating the website and Facebook/Twitter accounts as per the Public Relations Committee Manual.
4. Responsible for emailing board members through the mailing list system, mail chimp.
5. Manage the online resources in the Member's Only Section.
6. Coordinate with and seek approval from the Board and Treasurer regarding all expenditures.
7. Hold regular meetings as necessary to perform the duties of the committee.
8. Maintain subscriptions in our Journal providers, adding members, ensuring the yearly fee is paid and being the contact person for any correspondence
9. Managing all requests for advertising to the BC-ABA Membership

### **Elections Committee**

The roles and responsibilities of the Elections Committee include the following:

1. In collaboration with the Board, the committee will complete all tasks related to the annual elections as per the Elections Committee Manual. These tasks include:
  - a. Coordinating the call for nominations
  - b. Ensuring each nominee meets the criteria to run for a position on the board
  - c. Preparing and disseminating elections ballots to current BC-ABA board members
  - d. Contacting all candidates after the election is complete to notify them whether or not they were elected
2. The Elections Committee will prepare an Annual Report before the AGM and will coordinate with the Board to announce the newly elected board members at the AGM.