

BCHW CHANGE OF OFFICERS, DIRECTORS AND COMMITTEES
By Ken Carmichael – Chair, Governance & Bylaws Committee
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Annually BCHW and its chapters experience a change of officers, directors and committee chairs. It is important that records reflect the new volunteers and they are included in a variety of databases.

Initial responsibilities of the State Directors include performing the following actions:

1. **Director's Documents Website** – Obtain the password and address to access the website. This should be available from your former State Director. Become familiar with the content including BCHW Bylaws, Standing Rules, recent board meeting minutes and official documents. If necessary contact Jim Thode at webboss@bchw.org. NOTE; on March 19, 2016 Standing Rule 2016-1 was passed and states in part that “BCHW Directors, Officers and Committee Chairs and chapter officers, as defined by the individual chapters, have access to the website through a password.”
2. **BCHW Chapter Officer Directory** – (This is within the Director's Documents Website, see above). Obtain the password to perform maintenance to update the chapter leadership contact information and meeting date/time as required. This should be available from your former State Director. This database is used to update other records so information should be provided by December 1. If necessary contact Jim Thode at webboss@bchw.org
3. **BCHW Contacts** – (Found on BCHW website www.bchw.org in left column) Verify & update as needed. Contact Jim Thode at webboss@bchw.org
4. **Chapter Locator** – (Found on BCHW Website www.bchw.org in left column) This Information comes from the BCHW Chapter Officer Directory in Step two and does not take any action by the State Director.
5. **Trailhead News (THN) Chapter Locations & Director List** – This comes from the “BCHW Chapter Officer Directory” managed by the Webmaster and does not take any action by the State Director.
6. **Director's Group Email** – Get on the Director's Groupspaces Email group. This is how State Directors communicate among themselves. Contact Darrell Wallace at exec@bchw.org.
7. **Other officer and committee group emails** – Chapter committee chairs can refer to BCHW leaders to identify other possible email groups to enter. To join a database each Chapter Committee Chair must take a voluntary, positive action to join these groups. In some cases State Committee Chairs depend on these group emails to communicate to Chapter Committee Chairs. The State Committee Chair contact information is on the BCHW Website www.bchw.org on the home page in the left column under “BCHW Contacts”. NOTE, State Committee Chairs may also refer to the “Chapter Officer Directory” (see item 2) if it is kept current.
8. **Leadership Training** – Arrange for all pertinent volunteers to attend the Leadership Training.
9. **Chapter orientation** – Work with each chapter officer and committee chair to become familiar with BCHW Guidelines for various positions (i.e. safety, 5013C3 guidelines, grants, etc.)