

COMMITTEE DESCRIPTIONS

BCHW STATE DIRECTOR

Ken Carmichael

November 17, 2016

MISSION: To provide a communications link between the chapter and BCHW, BCHA and other chapters and to participate in the management of BCHW.

WHY:

1. To keep chapter members informed about issues and activities coming before other chapters and BCH on a state and national level so that chapter members may participate, and provide input and support when appropriate.
2. To keep BCHW, BCHA and other chapters informed about issues and activities at the chapter level so that BCHW, BCHA and other chapters may participate, and provide input and support when appropriate.
3. To strengthen the bond between the chapter and BCHW.
4. To contribute to the smooth and successful operation of BCHW.
5. To contribute to the chapter leadership.

OPERATIONS:

New Directors:

1. **As a new BCHW Director follow the directions on the attached document titled "BCHW Change of Officers, Directors and Committees".**

Board meetings:

2. BCHW board meetings are in March (at the state rendezvous), June, September and December. Check the BCHW calendar on the Director's website.
3. Attend all BCHW Board and/or Officer Meetings or send a responsible person in his/her place.
4. Read all BCHW board meeting agenda reports prior to the meeting. They are posted prior to the meeting on the Director's website.
5. Take an active role in the management of BCHW through participation and input at the meetings.

Communications with BCHW:

6. Represent and promote the interests of BCHW in the chapter.
7. Request input from the chapter membership pertaining to BCHW Board of Directors meeting agenda items.
8. Inform the State Officers of activities and/or concerns relative to the chapter.
9. Provide a report to the chapter membership about BCHW, BCHA and other chapter's activities and on issues being addressed by them.
10. Attend the annual BCHW Leadership Conference (usually held in January) and encourage other chapter members (especially leaders) to attend.
11. Report the change of chapter officers to the BCHW Directors website.

Administration:

12. Develop working relationships with other chapter committees.
13. Participate in the budget process by providing income and expense items related to the position.
14. Request reimbursement of expenses following the Treasurer's guidelines. Expenses above the approved budget must be approved by the membership.
15. Encourage chapter member participation at BCHW events.
16. Provide input at chapter meetings.