

# Committee Types and Guidelines

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## Committee Types

Currently, the BCAPA has three types of committees:

1. Director
2. Membership
3. Regular

Each type of committee has different levels of responsibility, and different membership criteria, as follows.

### Director Committees

These committees are established by the directors and used to delegate some but not all of the responsibilities of the full executive to one or more directors. These committees are governed by Bylaws 52, 53, and 54, as excerpted below.

52. (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.  
  
(2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing as been done.
53. A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
54. The members of a committee may meet and adjourn as they think proper.

### Membership Committee

The Membership Committee reviews all applications for membership, and makes recommendations to the Executive as to whether applications are accepted or rejected. The Membership Committee does not accept or reject applicants, as this decision is the responsibility of the Executive. The Membership Committee is required to undertake a fair, professional and timely review of applications for membership.

The Chair of the Membership Committee is generally the First Director-at-Large, although under exceptional circumstances the Executive may appoint another director as Chair. In addition to the Chair, the Membership Committee will consist of a minimum of three and a maximum of five voting (professional or associate) members in good standing, with a majority of professional members. A recommendation for accepting a membership application must be supported by a majority of Membership Committee members; in order to expedite the application review process, a consensus decision is not required.

Participation in the committee is by voluntary appointment, and is reviewed and approved annually at the AGM. Where the Chair or committee members step down or are no longer able to fulfil their duties, or if sufficient volunteers are not found at the AGM, the executive may at any time appoint or accept one or more directors or other voting (professional or associate) members as interim Chair or committee members until the next AGM. Detailed guidelines outlining the duties, responsibilities and process for this committee are presented elsewhere.

### Regular Committees

These committees are struck as required by the Executive or by vote at the AGM, for the purpose of fulfilling the mandate and goals of the association. These committees provide recommendations to the directors on a variety of issues and actions, but do not have financial authority and cannot undertake an action without the prior approval of the directors. These committees are required to report to the Second Director-at-Large on a regular basis, and present a summary of their activities at the AGM. Examples of Regular Committees include, but are not limited to: Standards of Practice, Professional Development, Employment Standards and Safety, Website/Communication, and Public Education.

Regular Committees are to have a minimum of three members, including the Chair. The Chair of regular committees will be a voting member (Professional or Associate). In addition, each committee is to have a minimum of one Professional member.

Membership in Regular Committees is by voluntary appointment, and is reviewed and approved annually at the AGM. Where committee members step down or are no longer able to fulfill their duties, or if sufficient volunteers are not found at the AGM, the executive may at any time appoint or accept one or more directors or other members as interim committee members until the next AGM. Detailed guidelines outlining the duties, responsibilities and process for each committee are presented elsewhere.

Adopted by the BCAPA Executive, November 22, 2006

## **Committee Guidelines (under development)**

Membership

Standards of Practice

Professional Development

Safety

Website/Communication

Public Education.