

Chapter Chair: Linda Chu

- Provides leadership to Executives and Chapter
- Represents BC Chapter Nationally
- Creates agenda and presides at meetings
- Appoints standing and special committees and shall be member ex-officio of committees
- Interacts with National Board and Other Chapters
- Works with Membership and Volunteer Coordinator to increase membership

Chapter Vice Chair: Kathleen Boland

- Supports chair and 'subs' in their absence
- Oversees voting needs & governs elections
- Helps coordinate special events with Program Coordinator or other volunteers
- Provides leadership, administrative & logistical assistance to all positions
- Manages national chapter chat attendance
- Assists to recruit volunteers
- Photos Manager
- Resources/Library Manager

Information & Data Manager: Biseria Baksa

- Maintains administrative records and executive minutes for the chapter
- Posts PHP List emails, and sends in Chapter Event and Page updates
- Meeting back up for Membership Coordinator
- Survey Manager including Speaker Evaluations
- Maintains the 'job shadow' & 'resource list'

Treasurer: Leslie Todd

- Maintains financial records and accounting
- Provides quarterly finance reports to executive
- Provides finance reports to members on request
- Submits chapter financial statements and budget to chair and national office twice a year
- Meeting back up for Membership Coordinator
- Handles expense and income transactions.
- Assists Program Coordinator with venue logistics

Membership & Volunteer: Jodi Robillard

- Point Person at monthly meeting
- Promotes volunteer opportunities & benefits
- Maintains the POC BC LM email address and addresses inquiries as well provides information
- Maintains guest email list and meeting rsvps
- Maintains record of local membership database
- Maintains various documents required for new members, updating as necessary

Program Coordinator: Open

- Coordinates chapter meetings; communicates with speakers, location, refreshments etc.
- Brings Speaker/Meeting ideas to Executive
- Announces upcoming events to executive and membership, introduces & thanks speaker
- Compiles data from chapter meeting surveys
- Evaluates info from Surveys & Needs Assessment and Speaker Evaluations
- Assists Info/Data Manager with Survey Manager including Speaker Evaluations

Community Initiatives & Marketing: Open

- Coordinates and guides events & opportunities
- Oversees PR/Media for chapter activities
- Maintains records of past events, current events and ideas and suggestions that are given.
- Works with local affiliate connections
- Maintains any chapter presentation materials
- Monitors and adheres to Initiatives budget

Executive at Large: Open

- Chapter Cheerleader to Engage Members
- Serves as resource to the executive and members

Special Projects Committees:

(Chair is member ex-officio of all)

To work and meet outside of executive each month and report to Coordinator. Can outsource to sub-committees. Must be active in assisting chapter monthly to earn points for Gold Leaf as committee member (1 full year = 5 points, less than year or task force work = 2 points)