Branch Executive Committee
Roles and Responsibilities

The Branch President
- Schedules and conducts the Executive Committee and branch meetings according to Robert's Rules of Order.
- Ensures the business of the branch is professionally conducted in a timely, efficient, accurate and ethical manner.
- Encourages registrants' involvement, interest and participation;
- Represents the branch as necessary at BCIA events and other professional or local or regional community events.
- Addresses branch registrants' concerns and questions promptly and accurately;
- Leads planning of branch events and provides support to other Executive Committee members as necessary or upon request;
- Attends and participates in branch Presidents' conference calls as required.

The Vice President
- Assists the branch President and other Executive Committee members on an as needed basis;
- Assumes the branch presidency after one year as Vice Present; this occurs immediately after the close of the branch AGM.

The Treasurer
- Maintains financial spreadsheet(s) for the branch, and gives reports at Executive Committee meetings;
- Prepares the projected annual budget for the branch, which is to be approved by the Executive Committee;
- Provides BCIA's Financial Officer with all invoices and expenses incurred by the branch, and attaches their approval for payment when sending to the BCIA Victoria office;
- Receives financial spreadsheets from the Financial Officer in the BCIA Victoria office;
- Prepares the Treasurer's Report for presentation at the branch AGM.

The Branch Professional Development (PD) Coordinator
- Leads the coordination of professional development activities for the branch.
- Leads the branch PD Committee. The branch PD Committee may include branch Directors, the branch President and branch registrant volunteers;
- Brings PD ideas from the PD Committee to the branch Executive to determine if the proposed PD is relevant and within the budget;
- Work with the PD committee to organize the delivery of PD activities approved by the branch Executive;
- Liaises with provincial PD coordinator on BCIA PD activities;
- Prepares a PD report for branch registrants at the branch AGM.

The Articling Program Coordinator
- Liaises with new Articling Program registrants (AAgs and ATAgs) and student members to provides information about the articling program and branch activities;
- Coordinates with Articling Program registrants to provide them with opportunities to do their oral presentation, at an Executive Committee meeting, branch AGM;
- Coordinates with recent branch graduates of the Articling Program to provide them with opportunities to recite their Professional Oath, e.g. at an Executive Committee meeting or branch AGM;
- Recruits branch PAgs as mentors and informs them of their responsibilities in the Articling Program;
- Assists new Articling Program to find a mentor within two (2) months of their acceptance to the program;
- Keeps records of articling program registrants and their mentors, prepares a report for the branch AGM and provides the information to their successor when leaving the position.

The Secretary
- Records the minutes for Executive Committee meetings and distributes them to the committee members via email;
- Assists in planning branch events and provides support to Executive Committee members as requested;
- Attends the branch AGM and records the minutes;
- Keeps records of all branch meetings and saves them for seven (7) years in a digital or hard copy folder.

The Directors
- Lead or assist in planning branch events and provide support to the Executive Committee as requested.

The Councillors
- Are elected for specific terms to serve on BCIA's Council for their regional District;
- Attend BCIA Council meetings and report their branch(es) activities and any concerns to Council;
- Updates the branch Executive Committee on Council's activities.