



THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

President Board Member

Leadership & Governance

- Attend all board meetings and the AGM and chair the meetings or arrange for rotating chairs: prepare President's reports.
- Issue notices of general meetings.
- Write a report on duties undertaken as President prior to each board meeting and send it to the board and committee members prior to the meeting.
- Collaborate with the Vice President on meeting agendas.
- Communicate regularly with all committees and provide guidance, problem-solving, and support.
- Review, edit, and approve communications (e-blasts, announcements).
- Send board-wide approval requests for financial decisions between meetings.
- Maintain secure storage of all organizational passwords.

Education Committee Support

- Review minutes; request clarification as needed.
- Support workshop planning, preparation, and follow-up.
- Review/edit event flyers and materials; occasionally write content.
- Sign presenter contracts and ensure long-term workshop planning.

Administrative Oversight

With the Administrative Coordinator:

- Approve e-blasts, workshop flyers, and marketing.
- Forward relevant website issues and emails.
- Problem-solve website concerns (with Treasurer if financial).
- Sign workshop certificates (once).
- Approve monthly paysheets.

With the Treasurer:

- Forward invoices; review credit card statements and balance sheets.
- Help ensure budget alignment.
- Maintain shared access to financial passwords.
- Manage President/Treasurer transitions (see below).

Transition Responsibilities

- Meet with bank to update signing authority when President or Treasurer changes.
- Ensure issuance of new debit/credit cards and update card info on all platforms.
- Vice-President links the President email to the new account.

Annual Tasks

- Ensure AGM reports and agenda are posted 14 days before the AGM.
- File annual AGM documents-including board list and signed financial statements-with the lawyer.
- File the **BC Society Annual Report** within 30 days of the AGM.

Mailbox (Canada Post- W. 4th & Vine)

- Check BCPTA mailbox weekly.
- Renew mailbox annually.

Policy & Standards Updates

- Communicate new policies from APT/CAPT (e.g., training requirements, diversity coursework, CE changes).

Time commitment: 8-10 hours per month plus meetings and your attendance at events would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day

