



# THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

## President

### Role:

- Chairing board meetings and the AGM
  - Writing President reports for each meeting
- Communicating with Vice-President re. meeting agendas
- Communicating with all committees
  - Writing, reviewing, and editing communications for e-blasts
  - Problem-solving
  - Communicating with members as needed
  - Sending emails to all board and committee members when seeking approval for spending money
  - Supporting committees with plans for future events and projects
- Passwords: securely stores an updated record of passwords for all accounts
  
- Education Committee
  - Attending meetings, if possible due to scheduling
  - Reading meeting minutes and seeking clarification as needed
  - Supporting committee with tasks before, during and after workshops
  - Editing, reviewing and sometimes writing content for event flyers
  - Signing presenter contracts
  - Ensuring future planning for workshops
  
- Communication with Administrative Director
  - Editing and approving e-blasts about upcoming workshops and events
  - Forwarding website-related emails to Admin Director and web master
  - Approving workshop flyers and marking materials
  - Problem-solving website-related issues with Admin Director (and Treasurer if money is involved)
  - Signing certificates 1 time for all workshops
  - Approving Admin Director's monthly paysheets (for paid part of role)

- Communication with the Treasurer
  - Forwarding invoices received
  - Reviewing VISA statements
  - Reviewing balance sheets and helping to ensure we are on budget
  - Sharing debit and credit card and related passwords so at least 2 directors hold this information
  - When there's a change of President/Treasurer, see "Transition to the role", below
  
- Transition to the role
  - Upon change of President/Treasurer- see below
    - Meet with Andy Wan, Vancity Credit Union Kerrisdale branch, in-person, to change signing authority
    - New credit and debit cards will be issued
    - Once the new credit card has been received, the credit card needs to be updated on all applicable sites- see list created 2022- Note that some website-related sites use the admin director's email address
  - President email address needs to be linked to the new president's account. The vice-president does this.
  
- Annual tasks
  - AGM-info, reports and agenda need to be posted to the website 14 days before the AGM.
    - The annual AGM reports and minutes, including the financial statement signed by 2 officers, gets filed with our lawyer, Gerry Fahey. He requires the names and addresses of current board members in the fall.
  - Society Act: "A British Columbia society must file an annual report each year within 30 days after each annual general meeting."
- Canada Post Mailbox West 4<sup>th</sup> and Vine (part of this Presidents role due to mailbox location)
  - Check mail weekly
  - Pay to renew mailbox every year
- Communication of new policies from APT, CAPT
  - For example, APT's new cultural and social diversity graduate course work, play therapy training hours, and continuing education hours needed for RPT