THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

BCPTA

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 bank, 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. 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
  - 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 credentialing.