



Special Care Emergency Preparedness Association
of Nova Scotia
~ Policy ~

Subject:	Provincial Committee	Section:	Board Related
		Policy #:	A200
Approved By:	<u>Original Signed by Jacob D Hillier</u> President	Original Date:	January 15, 2016
		Revised:	
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1. PURPOSE

The Provincial Committee is a venue to assist the Executive Committee in the administration and on-going operation of the Association

2. SCOPE

- a. The Provincial Committee will be made up of the Executive Committee, Regional Representatives and the Provincial Advisory Members
- b. The Provincial Committee is a working committee of the Executive Committee, formed to assist and provide advice to the Executive as required
- c. The Provincial Committee shall provide an opportunity for the Regional Representatives and Provincial Advisory Board to discuss matters of importance to the members and partners of the Association
- d. The Provincial Committee is accountable to and reports directly to the Executive Committee

3. REFERENCES

- a. A225 Provincial Regions Policy
- b. A230 Regional Roles and Responsibilities Policy
- c. D100 Membership Policy
- d. D120 Advisory Member Policy

4. DEFINITIONS

Executive Committee: As outlined in Section 6 of the By-Laws, the Executive Committee consists of the President, Vice President, Secretary, Treasurer and Past President. The Executive Committee has the full authority and accountability, as outlined in the By-Laws, for the administration and on-going operation of the Association

Advisory Members: Are Provincial representatives from supporting organizations or services, including but not limited to; Department of Health and Wellness, Department of Community Services, Emergency Management Office, Office of the Fire Marshal, etc. All Advisory members shall be non-voting members and are invited to participate by the Executive Committee on an annual basis.

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Regional Representatives: The Regional Representatives are the Chairs and Vice Chairs from the Northern, Western, Eastern and Central Region Committees

5. MEETINGS

- a. Provincial Committee meetings shall be called by the President, or designate
- b. Meetings shall be held on as frequent a basis as is necessary to provide for the on-going operations of the Association
- c. Seven (7) days' notice shall be given by the Secretary to the members of the Provincial Committee of the date, time and place of the meeting
- d. Meetings will be presided over by the President or Vice President
- e. The Executive Committee, as elected, retains all duties and voting privileges as outlined in the By-Laws
- f. Regional Chairs/Vice Chairs will maintain two (2) seats from each Region
- g. Each Region will have only one (1) vote based on the needs of the Region. The vote may be cast by either the Chair or Vice Chair of each Region
- h. Advisory members shall have no voting privileges

6. CONFLICT OF INTEREST

If a Regional Chair, Vice Chair or Secretary is elected or appointed to an Executive Committee position, as defined in Article 6.1 of the By-Laws, they must step down from the Regional roles so as to alleviate any possibility of a conflict of interest

7. EXCEPTIONS None