



Special Care Emergency Preparedness Association
of Nova Scotia
~ Policy ~

Subject:	Provincial Regions	Section:	Board Related
		Policy #:	A225
Approved By:	<u>Original signed by Jacob D Hillier</u> President	Original Date:	January 15, 2016
		Revised:	
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1. PURPOSE

To ensure the needs of the members are met and to provide local support through meetings and networking opportunities, the Executive Committee has created four (4) Regions throughout the Province of Nova Scotia

2. SCOPE

- a. This policy hereby formally divides the Province of Nova Scotia into four (4) distinct Regions, which will each have one (1) Regional Committee, for the support of our membership
- b. This policy sets out the structure and purpose of each Regional Committee

3. REFERENCES

- a. A230 Regional Roles and Responsibilities Policy

4. REGIONAL COMMITTEE BOUNDARIES

Region: Northern Region

Definition: The Northern Region includes all members who work or reside in the counties of; Pictou, Colchester, Cumberland, Guysborough and Antigonish

Region: Western Region

Definition: The Western Region includes all members who work or reside in the counties of; Kings, Annapolis, Digby, Yarmouth, Shelburne, Queens, Lunenburg and West Hants

Region: Eastern Region

Definition: The Eastern Region includes all members who work or reside in the counties of; Inverness, Victoria, Cape Breton and Richmond

Region: Central Region

Definition: The Central Region includes all members who work or reside in the Halifax Regional Municipality as well as East Hants

5. STRUCTURE

Each Regional Committee shall be made up of an Executive Team, Regional Advisory members and any SCEPA member in good standing who either works or resides in the Region.

6. REGIONAL MEETINGS

- a. Meetings will be called by the Chair, or designate, and shall be held on as frequent a basis as is necessary to provide for the on-going operations of the Region, however meetings must be held no less than three (3) times a year
- b. Notice of meetings shall be send to each member of the Region and shall include such information as the date, time and location of the meeting
- c. Meetings should provide opportunities to:
 - i. Foster communication between members of the region
 - ii. Provide training and educational sessions
 - iii. Develop and promote standards for Emergency Management Professionals
 - iv. Recognize individuals who have made or are making significant contributions to Emergency Preparedness
 - v. Seek assistance, clarity or direction from Regional Advisory members
 - vi. Collaborate with other members
 - vii. Voice concerns and move forward advocacy items
 - viii. Work on the objectives, mission, vision and values of the Association
- d. Minutes of each meeting are to be recorded by the Secretary or designate and distributed to the Provincial Secretary, Regional members and others (as directed by the Regional Chair) within fifteen (15) days of the meeting being held

7. EXCEPTION None