



Special Care Emergency Preparedness Association of Nova Scotia ~ Policy ~

Subject:	Regional Roles and Responsibilities	Section:	Board Related
Approved By:	Original signed by Jacob D Hillier President	Policy #:	A230
Approved Date:	January 15, 2016	Original Date:	January 15, 2016
		Revised:	
		Pages:	2

1. PURPOSE

To clearly define the structure of the Regional Executive Committees and outline the role, responsibility and duty of each person

2. SCOPE

- a. This policy applies to all four (4) Regions within the Province of Nova Scotia
- b. This policy describes the structure of each Regional Committee and its Executive Team

3. REFERENCES

- a. SCEPA By-Laws
- b. A225 Provincial Regions Policy
- c. D100 Membership Policy
- d. D120 Advisory Members Policy

4. DEFINITIONS

Regional Executive Team: Each Region shall be administered by a core Executive Team consisting of a Chair, Vice Chair and Secretary. This executive Team is responsible for the on-going operations of the Region, under the direction and assistance of the SCEPA Executive Committee. Only members in good standing can hold an Executive Team position.

Regional Advisory Members: Are Regional and/or Local representatives from supporting organizations or services, including but not limited to; Emergency Management Organizations, Department of Health and Wellness, Department of Community Services, Fire Services, Police Services, Ambulance, etc. All Advisory members shall be non-voting and are invited by the Regional Executive Team on an annual basis.

Regional Committee: Each Region shall have a committee that shall meet on as frequent a basis as is necessary, but not less than three (3) times a year, to provide for the ongoing operations of the region. The Regional Committee shall be made up of the Executive Team, Regional Advisory Members and SCEPA Members who either work or reside in that Region.

5. RESPONSIBILITIES

- a. Chair

- i. Presides over all Regional meetings
- ii. Casts a vote only in the event of a tie
- iii. Confirms that all motions of the Region are carried into effect
- iv. Performs all acts related to the office of Chair
- v. Exercises general control and supervision of the affairs of the Region
- vi. Represents the Region on the Provincial Committee

b. Vice Chair

- i. Is responsible to the Chair
- ii. Carries out all duties as assigned by the Chair
- iii. Assists the Chair whenever possible to ensure the smooth operation of the Region
- iv. Assumes the responsibility of the Chair during her/his absence
- v. Represents the Region on the Provincial Committee

c. Secretary

- i. Is responsible to the Chair/Vice Chair for the maintenance and caretaking of documents concerning the Region
- ii. Takes minutes at all meetings and provides copies to the Provincial Secretary and as directed by the Chair/Vice Chair
- iii. Provides notices and agenda items in preparation for all meetings
- iv. Carries out such duties as assigned by the Chair/Vice Chair
- v. Is responsible to the provincial Treasurer for the care and custody of all financial matters
- vi. Passes on all monies, securities and other valuables, to the Provincial Treasurer, whom will deposit such items in trust to the SCEPA bank account in the name of the Region

6. ELECTION OF REGIONAL EXECUTIVE TEAM

The Executive Team members shall be elected annually by the members in each Region. At the Regions first meeting after the SCEPA Annual General Meeting (AGM), each Region shall present its members with a slate of Executive Team Officers. The members of the Region elect the Executive Team, from the list of eligible candidates, through a vote by the members in the Region who are in good standing at the time of the election. The candidate with the majority of votes will be declared the winner.

7. 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 their Regional role so as to alleviate any possibility of a conflict of interest.

8. EXCEPTIONS None