



Special Care Emergency Preparedness Association
of Nova Scotia
~ Policy ~

Subject:	Advisory Member	Section:	Membership
		Policy #:	D120
Approved By:	<u>Original signed by Jacob D Hillier</u> President	Original Date:	January 15, 2016
		Revised:	
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1. PURPOSE

To define the composition and role of the Advisory Member of the different Committees (Provincial and Regional)

2. SCOPE

- a. This policy defines the role of the Advisory Member
- b. This policy establishes the privileges and fees for the Advisory Members

3. REFERENCES

- a. SCEPA By-Laws
- b. A200 Provincial Committee Policy
- c. A225 Provincial Regions Policy
- d. A230 Regional Roles and Responsibilities policy

4. DEFINITION OF ADVISORY MEMBER

- a. A person is eligible to be an Advisory Member who is currently working in, or associated with, the Emergency Management field and their position has a direct relationship with the Special Care Sector
- b. Advisory Members will be provided with a seat on either the Provincial Committee or a Regional Committee, where their expertise is able to assist and help guide the Committee in achieving their goals and objectives
 - i. Advisory Members representing a Provincial organizations or body, would sit on the Provincial Committee
 - ii. Advisory Members representing a Regional, Municipal and/or Local organization or body, would sit on a Regional Committee
- c. Provincial Advisory Members are determined and invited by the Executive Committee
- d. Regional Advisory Members are determined and invited by the Regional Executive Team
- e. Advisory Members are entitled to attend and participate in meetings, conferences and working groups, however they have no voting privileges and cannot hold office in the Association

- i. If the Advisory Member is also a Member in good standing, they retain all rights and privileges of membership (such as voting and holding office), but not when in their Advisory role
- f. Provincial Advisory Members may include, but are not limited to, representatives from:
 - i. Department of Health and Wellness
 - ii. Department of Community Services
 - iii. Emergency Management Office (Provincial)
 - iv. Office of the Fire Marshal
 - v. Other provincial organizations as determined by the Executive Committee
- g. Regional Advisor Members may include, but are not limited to, local representatives from:
 - i. NSHA Management Zone (Former DHA's)
 - ii. Department of Community Services
 - iii. Red Cross
 - iv. Emergency Management Office/Organization (Local, Regional, Municipal, etc.)
 - v. Fire Department
 - vi. Police Services
 - vii. Emergency Health Services
 - viii. Physicians / Clinics
 - ix. Other local organizations as determined by the Regional Executive Team

5. ANNUAL MEMBERSHIP FEES

- a. There is no fee to be an Advisory Member and as such Advisory Members have no rights or benefits of membership as outlined in the By-Laws of SCEPA Policies
- b. Advisory Members will receive the same discount as a member in good standing, to any Conferences, Workshops or other meetings requiring a registration fee
- c. Registration fees may be waived for Advisory Members who are presenting at a Conference or Workshop. The waiving of any fees will be at the sole discretion of the Executive Committee

6. **EXCEPTION** None