

## **Speech and Hearing BC Policy Statement & Procedures**

### **I.11**

**AREA: Governance**

**SUBJECT: Record-Keeping for Provincial Council Business**

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#### **POLICY:**

Speech and Hearing BC will ensure that records are maintained of Provincial Council (PC) business for legal, historical and for general membership information purposes, and to meet legal requirements of the BC Societies Act. Records of business shall be concise, clear, and organized accounts of proceedings, and follow accepted meeting procedures. Speech and Hearing BC shall facilitate access to information for its members through the Website and newsletter.

#### **PROCEDURE:**

- The Recording Secretary will prepare minutes of PC and EC meetings, and send to the President for approval, as well as any business conducted by email or other electronic means.
- Minutes will be prepared according to accepted meeting procedures. Minutes will include a record of electronic communications that occur between meetings. All motions and other business that has occurred between meetings will be circulated prior to the next group meeting.
- All reports and memos will be included as addendums to the minutes.
- One copy of the minutes will be stored at the Speech and Hearing BC office and will be archived according to policy. The Secretary will send copies of minutes to the Speech and Hearing Office which will ensure storage and archiving.
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