

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

### **I.15**

**AREA: Governance**

**SUBJECT: Provincial Council and Committee Reports**

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#### **POLICY:**

Provincial Council Directors must keep the entire PC informed of their activities and progress by providing written reports on a regular schedule.

#### **PROCEDURE:**

- Directors will elicit information from their respective committees prior to PC meetings and will prepare a report for PC and/or the membership.
- Committee and PC reports will be circulated to all PC members at least one week in advance of each PC meeting. Where guidance is needed from PC, for example, on a policy issue, the Provincial Director advising that Committee will submit the request and all background information to PC at least 2 weeks in advance of the meeting in which the issue is to be considered. The Provincial Council Director will submit the agenda item to the President at the same time.