

## Speech and Hearing BC Policy Statement and Procedures

### III.7

#### AREA: Operations

#### SUBJECT: Use of Office Staff for Administrative Assistance

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##### **POLICY:**

Speech and Hearing BC Office Staff are defined as the Operations Manager employed by Speech and Hearing BC and who provides administration and management to Speech and Hearing BC, Provincial Council, and any contracted individuals or volunteers who do work for Speech and Hearing BC.

The Operations Manager has a job description outlining the duties and responsibilities. The Executive Committee is the Supervisor of all Office Staff and the Operations Manager reports to the President.

All requests for support by a Member at large or a Committee Member will be made to the President.

##### **PROCEDURE:**

- All requests for administrative assistance by a Member at large or a Committee member are to be made to the President.
- The Executive Committee or the President will review the request in light of the job descriptions of the Speech and Hearing BC Office Staff.
- The Executive Committee or the President will inform the initiator of the request if it can be carried out by the Speech and Hearing BC Office Staff.