

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

### **I.24**

#### **AREA: Governance**

#### **SUBJECT: Requests for Speech and Hearing BC Representation**

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##### **POLICY:**

Internal and External Requests for Official Speech and Hearing BC Representation at meetings, conferences, workshops, or other functions will be processed by the President and/or Provincial Council (PC) to ensure that requests are prioritized, and that the most appropriate representation is selected for each function. Steps will be taken to ensure that the official Speech and Hearing BC representation reflects all current foundation documents and policies guiding the Association.

##### **PROCEDURE:**

- Staff and/or PC members should inform the President immediately of any invitations or opportunities for Speech and Hearing BC representation at functions of other professional organizations, or special Speech and Hearing BC events.
- The President/Provincial Council will decide whether or not Speech and Hearing BC representation at a specific function is justified, and if so, will assign a representative to attend. If the appointee is not available to attend, a second choice will be made, and that individual will be asked to represent Speech and Hearing BC.
- In instances where regional requests for representation can be met effectively by Area Representatives or Area Committee Chairs, they will be assigned to represent Speech and Hearing BC.
- Representatives will prepare appropriate background information to ensure the Speech and Hearing BC position presented is current and comprehensive.
- Speech and Hearing BC representatives will prepare a written report for PC on the goals and outcomes of their attendance at each event for which they served as a Speech and Hearing BC representative.
- All representatives will ensure that they follow the governance policy on Representing Speech and Hearing BC when acting in this capacity.