

The President shall:

- act as the primary contact person for the PSA
- provide leadership and direction to the PSA
- ensure a safe and inclusive working environment
- ensure the PSA's compliance with rules and accountability
- choose meeting dates, prepare agendas and preside at the AGM and meetings of the Executive Board and Council
- be ex officio, a member of all committees
- represent the BCCASA on PSA Council and to the BCTF
- submit the per capita grant
- authorize expenditure as per approved budget lines and projects
- represent the BCCASA to partner groups
- maintain BCCASA policy
- notify all Executive Board members of meetings
- submit an annual report to the AGM and report to the Council on behalf of the Executive Board
- coordinate special projects

The Past President shall:

- conduct elections
- recommend revisions to the constitution and by-laws
- mentor and assist the President
- maintain PSA website

The Vice President #1 shall:

- in the absence of the President, preside and perform the duties of the President
- liaise with post-secondary institutions
- liaise with members responsible for the annual conference organization
- submit an annual report to the AGM

The Vice President #2 shall:

- acquire and collect submissions for the BCCASA publication Bouquet Garni
- create three (3) newsletters annually for fall, winter and spring editions of the Bouquet Garni
- meet annual deadlines for editing and publishing of the Bouquet Garni set by the Executive
- submit an annual report to the AGM

The Treasurer shall:

- receive and bank all monies and pay bills
- keep bookkeeping records of such funds
- prepare conference budget, finances and report and submit the conference report to the BCTF
- process expense forms
- coordinate meeting logistics
- suggest guidelines for financial policies and create and review the budget
- prepare a recommendation on fees
- submit a complete financial report to the AGM

The Secretary shall:

- keep and distribute minutes of the meetings to members
- assist with conference organization
- submit all meeting minutes to the BCTF via email to PCAS coordinator

1st Director: Membership

- work cooperatively with the 2nd Director
- contact members for renewal
- Maintain a current list of BCCASA members
- maintain a current email list of BCCASA members
- send out emails on behalf of the Executive
- liaise between membership and Executive
- maintain a current list of Chapters
- do conference registration and BCTF member batch file
- submit an annual report to the AGM

2nd Director: Membership

- work cooperatively with the 1st Director
- contact members for renewal
- Maintain a current list of BCCASA members
- maintain a current email list of BCCASA members
- send out emails on behalf of the Executive
- liaise between membership and Executive
- maintain a current list of Chapters
- do conference registration and BCTF member batch file
- submit an annual report to the AGM

