



BCTTNS MEMBER-AT-LARGE JOB DESCRIPTION

Member-at-Large

The Member-at-Large volunteers for various tasks on Board and attends BCTTNS Board meetings. She/he should have excellent communication skills both oral and written and be familiar with the job descriptions and ongoing activities of all the other executive positions on the BCTTNS board.

The Member-at-Large:

- fulfills the responsibilities of other members of the Board in the event that a member, for any reason, vacates the position, is absent or is unavailable to fulfill the duties described in the BCTTNS Job Description for that position.
- chairs the Board meetings in the absence of the President and Past President.
- assists in coordination of special events such as Networking Days.
- acts as a resource person to the Board and network members.
- assists in the recruitment of members for Board, standing sub-committees and work groups as necessary.
- facilitates and monitors the election of officers to the Board at Annual Networking meetings in the absence of a Past President.
- facilitates / organizes Practitioner Days.
- contacts and maintains liaison with the Regional Leaders from each of the BCTTNS Regions in British Columbia through meetings, telephone calls, e-mails or other forms of correspondence as necessary.