

TERMS OF REFERENCE

Business Educators' Articulation Committee Executive Sub-Committee

1. Purpose

To provide leadership and direction to the Business Educators' Articulation Committee (BEAC).

2. Composition and Duties and Responsibilities

Each executive member must be from a BEAC member institution.

a. Chair: Term of office will be one year upon completion of office as Vice-Chair.

Responsibilities as outlined in BCCAT's Articulation Committee Companion Guide (<http://www.bccat.ca/pubs/companion2013.pdf>), as well as:

- i. act as mentor to the Vice-Chair (who is, in effect, the incoming Chair) and
- ii. Call and chair regular Executive meetings

Note: The BEAC listserv is currently managed by BCNet. Any changes to the listserv must be sent to the BEAC Chair first.

b. Vice-Chair: Term of office will be one year upon being elected at the annual Spring articulation meeting.

Responsibilities include:

- i. Provide continuity from current year to future year,
- ii. Liaise with other articulation committees on an as-needed basis,
- iii. Participate fully in Executive regular meetings, and
- iv. In the event that the Chair cannot fulfill his/her duties, then the Vice-Chair will fill in.

c. Past-Chair/Treasurer: Term of office will be one year upon completion of office as Chair.

Responsibilities include:

- i. Ensure funds from their time as Chair are transferred to the new host institution,
- ii. Ensure minutes from last BEAC meeting as Chair are forwarded on to BCCAT for their records,
- iii. Forward documents on to Chair and communicate any outstanding issues to Chair,
- iv. Oversight of funds disbursement,
- v. Forward BEAC listserv maintenance document to new Chair, and

- vi. Participate fully in Executive regular meetings.

3. Financial accountability

BEAC funds to be housed at Okanagan College and disbursed via their financial processes.

Relevant Websites:

- a. <http://www.bccat.ca/articulation/business/business> (Minutes found here)
- b. <http://www.bccat.ca/articulation/terms> (BCCAT General Articulation Committee ToRs found here)
- c. <http://www.bccat.ca/pubs/companion2013.pdf> (BCCAT Articulation Committee Companion document)
- d. <http://www.bccat.ca/articulation/announcements/articulation-meeting-templates> (BCCAT meeting templates)