**Duties & Responsibilities of a BCH Chapter Director**

1. Attend all BCH Board meetings or arrange for your replacement to do so. Contact the BCH State President and Secretary indicating who will be representing your Chapter at least 1 week prior to the meeting.
2. Prepare in advance of BCH Board meetings by reading all email and directors' web page(s) documents.
3. Report the BCH BOD agenda topics to chapter members through verbal reports, chapter newsletter articles, emails, or other appropriate means.
4. Assist your chapter leaders to nominate viable candidates for BCH committees, especially Legislative, Public Lands, Education, and Public Relations.
5. Pass along all Information Alerts, Action Alerts, and other BCH information emails to chapter members.
6. Respond to questions from the BCH President and BCH Committee Chairs.
7. Ensure that you are making informed decisions: Question speakers and especially directors who make motions so that you are sure you understand what we are voting on.
8. Do not try to run your chapter; try to assist your chapter officers appropriately.
9. Remember that you are the liaison between BCH and your chapter - if you don't have an answer, get one! Call or email BCH President, VP, or other State Officers to address your questions.
10. Familiarize yourself with the BCH Bylaws, Roberts' Rules of Order and other BCH policies and procedures so you know and can use the Parliamentarian protocol which drives the BCH Board process.
11. Prepare your replacement as Chapter Director and Alternate Director so there will be a smooth transition when the time comes to turn over the reins to another Director. Make sure they know who to get information from and at the very least - support up and coming officers to attend Leadership Training.
12. Do you represent your chapter to BCH, or BCH to your chapter? The answer is **BOTH**. Obviously, you need to listen to what your chapter members are saying. However, for further insight into this issue, see your state law s.“A director shall perform the duties of a director, including the duties as a member of any committee of the board upon which the director may serve, in good faith, in a manner such director believes to be in **the best interests of the corporation**, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

     In performing the duties of a director, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

     (1) One or more officers or employees of the corporation whom the director believes to be reliable and competent in the matter presented;

     (2) Counsel, public accountants, or other persons as to matters which the director believes to be within such person's professional or expert competence; or

     (3) A committee of the board upon which the director does not serve, duly designated in accordance with a provision in the articles of incorporation or bylaws, as to matters within its designated authority, which committee the director believes to merit confidence; so long as, in any such case, the director acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.”

B. Expectations

 Of Directors

See above. Numbers 5 & 6 should be within 5 days at a minimum.

 Of chapters

Remember the BCHW Mission Statement.

Comply with BCHW bylaws and Standing Rules

C. “How to” demonstrations

Directors documents web page(s)

Online Directory

Running a meeting (reference Leadership web page) – Roberts Rules

D. Insurance \*\*

 General Liability

Directors & Officers (D&O)

Medical (new)

E. Annual 990 report –

Volunteer Hours (Directors)

Approval (Directors)

 PRINCIPLES UNDERLYING PARLIAMENTARY LAW

[page xlvii] The rules of parliamentary law found in this book will, on analysis, be seen to be constructed upon a careful balance of the rights of persons or subgroups within an organization's or an assembly's total membership. That is, these rules are based on a regard for the rights:

 • of the majority,

 • of the minority, especially a strong minority-greater than one third,

 • of individual members,

 • of absentees, and

 • of all these together.

The means of protecting all of these rights in appropriate measure forms much of the substance of parliamentary law, and the need for this protection dictates the degree of development that the subject has undergone.

Parliamentary procedure enables the overall membership of an organization-expressing its general will through the assembly of its members-both **to establish and empower an effective leadership as it wishes**, and at the same time to **retain exactly the degree of direct control over its affairs that it chooses to reserve to itself**.

Ultimately, it is the majority taking part in the assembly who decide the general will, but only following upon the opportunity for a deliberative process of full and free discussion. **Only two thirds or more of those present and voting may deny a minority or any member the right of such discussion**.

In this connection, there is an underlying assumption of a right that exists even though it may not always be prudent or helpful for it to be exercised. Each individual or subgroup has the right to make the maximum effort to have his, her, or its position declared the will of the assembly to the extent that can be tolerated in the interests of the entire body.

Another important principle is that, as a protection against instability - arising, for example, from such factors as slight variations in attendance - the requirements for changing a previous action are greater than those for taking the action in the first place.

[page xlviii] Fundamentally, under the rules of parliamentary law, a deliberative body is a free agent - free to do what it wants to do with the greatest measure of protection to itself and of consideration for the rights of its members.

The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.