**BC School Counselor Association Local Chapter Annual Tasks**

Website: <https://bcschoolcounsellor.com/>

1. Review Constitution and update, as needed
	1. Send to OSTU PD Chair and PSA
2. Majority of members must belong to the PSA and **all** Executive members must belong to the PSA
	1. Membership is $40.00 and can be paid here:

<https://bctf-store.myshopify.com/products/bc-school-counsellors-association>

1. Host an Annual General Meeting (AGM) February?
	1. Pick a date and invite OSTU President and OSTU Pro D Chair
	2. Conduct vote to elect LSA Executive
	3. Approve the updates to the constitution, if needed
	4. Record minutes from the meeting using the template (send to PSA and Pro D Chair after)
	5. Update signing authority with the new executive members (send to PD Chair and PSA)
2. Fill out the annual Local Specialist Association Grant application for the $300.00.