



BC HRMA Roundtables

Definition:

Roundtables are self administering groups of HRMA members and non-members that meet on a regular basis to discuss HR issues of mutual interest such as an area of practice, industry sector, or geographical segmentation. Each group has a chairperson who is the contact person with the BC HRMA office as well as interested members and non-members.

Benefits of Participating:

Participation in a "special interest" roundtable of your choice provides excellent opportunities for:

- Sharing best practices in your area of expertise
- Networking
- Professional development
- Receiving credit towards your CHRP recertification

Cost

Roundtables are free to members of BC HRMA. Non-members are welcome to attend but will be charged \$20 + GST per session in Coastal Vancouver and \$10 + GST per session in all other regions.

Setting up a Roundtable:

1) Conception:

Any **BC HRMA member** can submit a proposal for a roundtable. Roundtables are volunteer driven and can be created to address many different HR needs. There is no limit to how many people must attend and the Roundtable will remain active as long as there is a benefit being provided to our members and there is a volunteer to chair it.

2) Proposal:

Once an idea for a new roundtable is conceived, the next step is to formally submit this proposal to Membership & CHRP Administrator at the provincial office for review. This can be done by email and should include the Roundtable topic and suggested name, which segment(s) of the HR community would benefit from attending the Roundtable, and the frequency of meetings (with suggested day of week, time, and length of each meeting).

3) Review and Discussion:

Once the Roundtable proposal has been approved by the Membership & CHRP Administrator, there will be a review and discussion which will include:

- Finalization of venue details for the roundtable (availability of the BC HRMA boardroom for coastal Vancouver roundtables is limited and the Chair may be required to source out alternative locations)
- Confirmation of roundtable meeting dates, times, and length for website posting along with the Chairs contact information.
- Potential sponsors identified through discussion with BC HRMA's sponsorship staff member.

- The Membership & CHRP Administrator will then forward on the Roundtable Submission Form for completion by the chair.

Once completed, the “Roundtable Submission Form” is to be forwarded to Membership & CHRP Administrator for posting on our website calendar and roundtable page.

Eg. http://www.bchrma.org/content/events/coi/rt_details.cfm?Meeting=EPO-055-RT

4) Updates/Submissions:

The Roundtable Chair forwards all necessary changes for the BC HRMA website to the Membership & CHRP Administrator, who is the liaison on the BC HRMA staff.

Roles and Responsibilities:

1) Roundtable Chair

- Will be the contact person for interested members and non-members, as well as BC HRMA staff.
- Is responsible for setting up the **venue, topics, occasional speakers, and all other logistics** of the Roundtable.
 - If sponsorship is set up, **catering is to be ordered by the Chair** and the invoice is to be sent to the Membership & CHRP Administrator.
 - With sponsorship, the Chair is responsible for setting out appropriate signage with the sponsor’s logo (which will be provided by BC HRMA) and recognize the sponsor at the beginning of the session.
 - Venue bookings for Vancouver Roundtables which are being held at the BC HRMA provincial office must be approved and booked by the Membership & CHRP Administrator. Roundtables will be limited to one meeting per month at this facility and will be required to meet before 8:15 am or after 5:00 pm
- Ensuring that all attendees of the roundtables are accounted for. This is done by taking attendance at each roundtable and forwarding the attendee list to the Membership & CHRP Administrator. This allows for the appropriate recording of CHRP recertification credits as well as ensuring that all non-members have paid to attend.
 - Roundtable chairs will be supplied with registration forms for any non-member on site registrations. Members can be added to the attendee list and forwarded to the Membership & CHRP Administrator
- If a speaker presents at your roundtable, it is suggested that you write them a thank you card. Should sponsorship be set up, a \$25 on-line gift certificate can be sent to the presenter by emailing a request to the Membership & CHRP Administrator prior to the session date.

2) Staff (Membership & CHRP Administrator)

- Will be the contact person for the Roundtable chair
- Will ensure that all postings of Roundtables are up to date and accurate including sponsorship logos, dates, locations, etc.
- Will send out a roster of registered attendees to the chair 1 week and 1 day prior to the session as well as update the confirmed attendees in our database after each session





Appendix I

ROUNDTABLE SUBMISSION FORM

Please complete the following questions below; If you have any questions email Kiran Jagpal, Membership & CHRP Administrator at kjagpal@bchrma.org contact her directly at (604) 694-6946.

1. Roundtable Title

2. Chair Contact Information:

a. Name _____

b. Email _____

c. Address _____

d. Phone Number _____

3. PROGRAM INFORMATION

a) Venue Location/Address/Parking details

