

# Guidelines for BCIO New Policies

## A. BRIDGE CLUB Presidential Term and Inauguration

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1. All BC Presidents will be inaugurated by BCIO at the BC Presidents Meeting.
2. Official Presidential terms will begin at the inauguration during the BRIDGE CLUB Presidents Meeting and end at the inauguration of the new President during the following BC Presidents Meeting.
3. The BC President election process is left to each BRIDGE CLUB.
4. The President must be a former Junior Ambassador.
5. A president may serve for more than one term without limitation.
6. If, for any reason, a President is no longer able to do his/her duty and/or resigns before the end of term, a new President could be elected by the BC. Then BCIO will then officially approve him/her.

**ATTENTION:**

Each BC must submit the name of their **President for the 2018 – 2020 term** by the end of **October 2017**.

## B. BRIDGE CLUB Coordinators

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1. BRIDGE CLUB Coordinators are selected by the BCIO to lead the BRIDGE CLUB Work Group (BCWG)
2. BC Coordinators will be inaugurated by BCIO.
3. The official term for Coordinators is from their inauguration during the BRIDGE CLUB Presidents Meeting until the inauguration of the new BC Coordinators during the following BC Presidents Meeting.
4. All former Head Office Members and former/current BC Presidents are eligible for this position.
5. Job Description for BC Coordinators:
  - a. Facilitate communication/interaction within their BC Work Group
  - b. Confirm the Presidents in their Work Group, whether information/announcement from BCIO is received and understood.
  - c. Motivate BC and ensure they are able to complete their Action Plan by the due date
  - d. Suggest solutions, if possible, for problems being faced by BRIDGE CLUBS
  - e. Organize meetings within the Work Group every month
  - f. Report progress and results to BCIO Management

**ATTENTION:**

Applications for the 2018-2020 BRIDGE CLUB Coordinator position will open in October 2017. Application guidelines will be uploaded to the BCIO website.

## C. BCIO Internship Program

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- a. All BRIDGE CLUBS will be responsible to recruit intern candidates and employers from their BC members.
- b. BC Executives are required to do the initial screening and give recommendations to the applicant.
- c. BC Executives must send the applications to the BCIO for further screening and matching.
- d. BCIO will recruit and form a Internship Management Team from interested BC members.
- e. There will be 2 matching periods for the Internship Program every year. For example, if the matching period is in April and September, the application submission period would be from September to March. The internship can then begin anytime after the matching. The matching period will be announced along with the official launching of the Internship Program.

**ATTENTION:**

1. BRIDGE CLUB will officially begin the Internship Program recruitment in **December, 2017**.
2. Applications for the Internship Management Team will become available in **October, 2017**.