



Royal Inland & Hillside
PHYSICIAN ASSOCIATION

GUIDELINES FOR DISTRIBUTION OF COMMUNICATION

BACKGROUND:

The Royal Inland and Hillside Physician Association (RIHPA), herein referred to as the “Association”, was incorporated August 20, 2016 as a non-profit Society and receives annual operational funding through the Ministry of Health via Doctors of BC Special Services Committee. The fiscal year is April 1st to March 31st. RIHPA uses the standard chart of accounts adopted by Doctors of BC.

Currently, as of August 2016, the Association’s bank is Scotiabank and each of the Board of Directors have signing authority. All cheques issued through this business account require authorization of any one to sign.

The RIHPA follows the regulations laid out in the British Columbia Society Act. The Board of Directors approves the budget annually and monitors the Association’s financial position and cashflow monthly. Financial statements are prepared annually, approved by the Board of Directors, and shared with the membership at the Annual General Meeting. The Financial Statements are also submitted to the British Columbia Registry Services annually as part of the Directors Report.

The RIHPA uses the Doctors of BC Facility Engagement Management System (FEMS). The Association enters its approved Engagement Activity (EA) projects and initiatives into the system together with the allocated budget. Physician sessional fees are claimed and approved through FEMS and payment is via electronic transfer of funds via VersaPay.

GUIDELINES:

Turn-Around Times for Distribution of Communication

MSA

- Dues request and invoice for payment distributed by the first week of February in the following formats:
 - o Email
 - o Mailbox (physician’s lounge)
 - o Faxed to office of those who do not have a mailbox
- Reminders to be sent every 2-weeks until payment deadline
- Quarterly Meeting notice to be distributed via email one month, then two weeks prior and three days prior to quarterly meeting date
- CME updates to be sent by email monthly (in addition to google calendar reminders and posting on RIHPA/Division Websites)

RIHPA

- Email blasts to be sent monthly
- Lounge monitor presentation and webpage to be updated bi-monthly by the last day of the month (Feb, April, June, August, October, December)

All other communication requests by the Board or RIHPA Program Director will be distributed in 48 hours or less or as directed.

Approved: RIHPA Board of Directors Date: January 17, 2019

Updated: July 14, 2020