



OTHER EXECUTIVE ROLES

The **Past President** serves for one year only immediately following their tenure as President. The roles of the Past President include: 1. mentoring the new President; 2. completing initiatives if their involvement is key to successfully accomplishing the work 3. advising Executive and Council

The **Chair of Council** organizes Council of Specialists meeting agendas with the Executive Director and President and chairs Council of Specialists meetings.

The **Vice-President** assists the President as needed in preparation for moving into the Presidency in due course by assisting and advising the President; covering the Presidency role and chairing Executive meetings when the President is away/ill/unavailable; serving as the alternative spokesperson of the organization when needed; representing the organization on the Representative Assembly; representing the organization on the Specialists Services Committee.

The **Secretary-Treasurer** ensures the records of the Society are kept secure by working with the Executive Director to ascertain that the minutes accurately reflect the proceedings at all meetings of the Society and that appropriate files are maintained; comply with the requirements of the Registrar of Societies; monitor the financial situation to ensure fiscal responsibility including reporting the financial status to the Directors (Executive and Council) and to members at the Annual General Meeting, recommending the amount of membership fees; developing the annual budget, reporting variances, anticipating deficits and projected income/expenses, meeting with the Society's accountants to go over the annual financial review and acting as a signing officer for the Society.

The **Members-at-large** and **Executive Delegates** attend and participate in Executive and Council meetings; serve as conduits from the Executive to their Specialty groups; advise the President and Executive Director; assist in the development of Society policy; and serve in at least one additional role as a representative of the Society as needed (e.g. on a committee or working group of the Society or partner organization requiring a Society representative, or on some other initiative deemed important to the Society).