

POSITION PROFILE: CSRT President

TERM: 1 year (previously President-elect and becoming Past-President)

POSITION SUMMARY:

The President shall be the Chief Executive Officer of the Society and shall act as Chairman at all meetings of the Society and of its Directors. The President has the fiduciary responsibility for all CSRT activities during his/her term. The President is responsible to the Society membership through its Board of Directors.

The Executive Committee of the CSRT Board of Directors shall be composed of the President-elect, President, Past-President and Treasurer. The Executive Committee shall manage the CSRT and shall exercise the powers of the Board of Directors between meetings of the Board.

KEY RESPONSIBILITIES:

Presides as Chair over all meetings of the Society's membership, the Board of Directors and the Executive Committee. Duties as Chair include:

1. Setting the agenda.
2. Assuring that meetings are conducted effectively.
3. Assuring that all officers and directors fulfill their duties and assuring that the decisions of the Society's membership and the Board of Directors are carried out.
4. Reports regularly to all Annual Meetings of the Society and is an ex-officio member of all the committees of the society unless otherwise stated in the bylaws.
5. Appoints members of the Society to special committees and as representatives to other organizations subject to the approval of the Board of Directors.
6. Assures that all committees and representatives of the Society fulfill their obligations as stated in the bylaws, in the position profiles and the Society's goals and objectives.
 - a. This includes regular reporting and communications to the Board and the membership, redirecting the Society's resources as permitted, and replacing committee members and representatives in the best interest of the Society
7. Oversees the performance of the Head Office of the Society through supervision of the Executive Director.
 - a. This includes regular communication with the Executive Director and regular appraisals of performance.
8. Oversees the performance of the Directors and Officers of the Society to assure that their duties are fulfilled, that conflicts of interest are disclosed and that the resources of the Society are appropriately supporting these responsibilities.
9. Makes presentations on behalf of the Society to key groups including but limited to various layers of government and other professional organizations. This may include frequent travel on Society business.
10. Reviews financial, membership and other management information reports and assures that appropriate action is taken.
11. Assures that communication between the Board of Directors, the House of Delegates, the Advisory Cabinet of Education/Standards and the Cabinet for Professional Advancement is

- effective and that issues are resolved in compliance with the Mission of the Society.
12. Represents the profession internationally and is responsible for international relations.
 13. All Board members shall liaison with the Treasurer on activities that would have significant financial implications to the Society.

PREFERRED QUALIFICATIONS:

1. Must be a registered member in good standing of the Society.
2. Must have served at least one full term as a member of the Board of Directors of the Society or equivalent experience in a similar organization within the past five years..
3. Must have demonstrated effective communication skills.
4. Will be required to be present and Chair meetings of the Board of Directors and the Annual General Meeting of the Society.
5. Must have demonstrated ability to conduct a business meeting.
6. Must project a professional image.
7. Must be knowledgeable of the Society's Mission, bylaws and policies.
8. Must have demonstrated effective leadership skills through the development, execution and monitoring of significant projects.

RELEVANT BYLAWS:

Awaiting official revision of the bylaws

CSRT Board of Directors Approval: _____