

POSITION PROFILE: CSRT Past-President

TERM: *1 year (previously President-elect and President)*

POSITION SUMMARY:

The Past-President shall be vested with all the powers and shall perform all the duties of the President in the event of the absence of the President or his/her disability or refusal to act. The Past-President shall advise and assist the President in all matters and activities as requested by the President.

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:

1. Advising and assisting the President in all matters and activities as requested by the President. These matters and activities are based on the key responsibilities of the President. Please refer to the position profile of the President for a listing of the key responsibilities.

PREFERRED QUALIFICATIONS (same as President):

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 at 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: _____
Oct 03/BK