

**POSITION PROFILE:**        *Director of Membership Services*

**TERM:**                        *2 years*

**POSITION SUMMARY:**

The Director is a member of the governing body of the Society that is ultimately responsible for all business and other activities of the CSRT. The Director represents the membership in the best interests of the Society. The Director of Membership Services is responsible for ensuring that the Society provides valuable, effective services that meet the needs of the membership.

**KEY RESPONSIBILITIES:**

1. Participates in all regular and special meetings of the Board of Directors. This includes review of all materials prior to the meeting, requesting additional information necessary to make informed decisions, responding to issues during meetings as appropriate and disclosing any potential conflict of interest pertaining to the Director's fiduciary responsibility.
2. Between Board meetings, reviews all correspondence, financial statements and other reports presented. Responds to all requests in a timely manner. Takes actions required to fulfill the obligations as a member of the governing Board of the Society.
3. Participates in short and long range planning with respect to the strategic plan and Mission of the Society.
4. Chairs the Canadian Journal of Respiratory Therapy Committee and the CSRT Forum Committee.
5. Responsible for the development and implementation of services that meets the needs of the membership. Areas include communication, professional resourcing, management of a database of information and ability to facilitate linkages between members.
6. Liaison with and govern the activities of all Special Interest Groups of the Society.
7. All Board members shall liaison with the Treasurer on activities that would have significant financial implications to the Society
8. Performs other such duties as necessary and appropriate for the management of the Society.

**PREFERRED QUALIFICATIONS:**

1. Must be a registered member in good standing of the Society.
2. Must have demonstrated effective communication skills.
3. Will be required to be present at meetings of the Board of Directors and the Annual General Meeting of the Society.
4. Must project a professional image.
5. Must be knowledgeable of the Society's Mission, bylaws and policies.
6. 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:** \_\_\_\_\_

Oct03/BK