

**POSITION PROFILE:**        *Director of National and Provincial Relations*

**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 National and Provincial Relations liaisons with the CSRT House of Delegates and is responsible for providing an effective linkage between the Board and the members of the Society at the local, provincial, regional and national levels.

**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. Liaisons with the CSRT House of Delegates.
5. Provides a process for conflict resolution.
6. Facilitates discussion between groups representative of the membership including but not limited to provincial associations as well as the Board. (Special Interest Groups are excluded as they report to the Director of Human Resources) on activities that would have significant financial implications to the Society
7. 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, by experience, training or education, possess a strong understanding of the principles of facilitation and conflict resolution. These skills may be attained by demonstrated comparable experience in professional, business or voluntary endeavors.
3. Must have demonstrated effective communication skills.
4. Must have demonstrated ability to conduct a business meeting.
5. Will be required to be present at meetings of the Board of Directors and the Annual General Meeting of the Society.
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:*** \_\_\_\_\_

Oct03/BK