



Job Description for Provincial Directors

Provincial Directors are elected by the membership at the AGM for a term of two (2) years on odd numbered year

Board of Directors meetings:

- Attend all Board of Directors meetings, including email and Go To Meetings
- Submit a PDF report February, June, and October.
 - Reports are to be submitted 1 week prior to meeting via email to the Executive Secretary and the whole Board of Directors.
- Submit omissions and errors of the minutes to the Secretary within 2 weeks of receiving the draft version.

AGM Duties

- Submit a PDF report to the Webmaster 1 month prior

General Duties

- Liaison between Province and CSCT
- Participate on CSCT committees as needed
- Responsible for keeping information current on Provincial websites
 - Board of Directors list
 - Exam Information
 - Provincial AGM meeting
 - Update: News and Events within Provinces
 - Link to CSCT AGM registration
 - Link to CSCT AGM Documents