



## **CSCT Job Description: President**

***Must be a CSCT Director and is appointed for a two (2) year term by the Board of Directors at the Post-Annual General Meeting on odd numbered years***

### **Board Meetings**

- Attend all Board of Directors meetings, including email and Go To Meetings
- Communicate meeting time, dates and location to the Board of Directors and Officers of the Board
- Prepare and distribute a draft agenda 2 weeks prior to board meetings
- Distribute final agenda 1 week prior to board meetings
- Chair all the Board of Directors meetings
- The president has a vote and is also the tiebreaker vote in case of a tie
- Will be required to meet with Executive Secretary and Vice President following board meetings to review current minutes

### **AGM Duties/ CCC duties**

- Chair the AGM and Special meeting
- Prepare and send the Agenda, Notice of meeting, President's letter and Proxy to the webmaster to post on website (refer to templates)
- Represent CSCT at the Opening Ceremonies of the Cardiovascular Congress
- Present Presidents report
- Will be required to meet with Executive Secretary following annual general meetings to review current minutes

### **General Duties**

- Member of the CSCT executive
- Member of the CSCT Strategic Planning Committee
- Member of Remuneration Committee
- Communicate with the CSCT Medical Advisory Committee as needed
- Communicate with Post-secondary Cardiology programs as needed
- Review all expenditures with the Treasurer
- Co-Sign expense form and cheques with Treasurer
- Oversee any disciplinary action as needed
- Correspond with legal counsel as directed by the Board of Directors and/or Executive
- Prepare President's letters to be included with membership cards (refer to template)

- Co-Sign CSCT registration certificates with Education Director
- Prepare President's letter to be included with registration certificate (refer to template)
- Prepare President's report for the Atrium
- Sign By-Laws and any other documents requiring the signature of an Officer of the Society
- Maintain list of all committees, including the chair and members. Submit list to Webmaster as needed.
- Respond to any correspondence