

President Description 2018

President-Elect

The Presidency is an elected four-year term, progressing through the President-Elect, President and Past-President positions.

The President-Elect position is in the first year of the Presidency term. It is a mentoring year that provides opportunity to sit on Council and learn about the issues and initiatives of CSHP-NL Branch in preparation for the President position.

The President-Elect:

- Assists the President in performing his/her duties and acts as the chief elected officer of the Branch in the absence of the President.
- Prepares for Presidency for the following year and becomes familiar with past activities, accomplishments and policies of the Branch.
- Is a member of the Nominating Committee.
- Liaises with Committee Chairpersons as appointed by the President.
- Learns parliamentary procedure.
- Annually reviews the Position Description for the President-Elect and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.

President

The President position is in the second and third years of the Presidency term.

The President:

- Is the chief elected officer of the Branch
- Maintains knowledge of the CSHP bylaws, parliamentary procedure and Branch policies and procedures.
- Enforces all bylaws and regulations relating to the administration of the Newfoundland and Labrador Branch and administers the operations of the Branch, assigns responsibilities and coordinates activities.
- Presides at all General, Annual and Branch Council Meetings of the Newfoundland and Labrador Branch.
- Calls all regular Branch Council meetings and additional meetings as required and ensures that goals, objectives and overall aims of the Branch are established annually.
- Serves notice of all meetings of the Branch or Branch Council.
- Prepares a President's Report for the General Meetings.
- Appoints the Chairpersons of all standing committees of the Branch and ensures their terms of reference are updated annually.
- Appoints the Chairperson of all special committees of the Branch that are deemed necessary.

- Is an ex-officio member of all committees of the Branch.
- Represents the Newfoundland and Labrador Branch by virtue of his/her office, on all occasions when asked to do so. Acts as spokesperson for the Branch to the press, the public, provincial legislative bodies and related organizations or may appoint a NL Branch member as a representative to act as spokesperson.
- Provides orientation to the President-Elect, communicating duties and responsibilities.
- Annually reviews the Position Description for the President and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as required by the Branch.

Past-President

The Past-President position is in the fourth year of the Presidency term.

The Past-President:

- In the absence of the President and President-Elect, acts as the chief elected officer of the Branch and performs the duties of the President.
- Is a member of the Nominating Committee (unless the individual is running for election to another position).
- Reviews the Branch Manual and revises as required.
- Distributes the Branch Manual to the appropriate officers.
- Liaises with Committee Chairpersons as appointed by the President.
- Annually reviews the Position Description for the Past-President and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.