



The Canadian Society
of Clinical Perfusion

La Société Canadienne
de Perfusion Clinique

cscp.ca

TERMS OF REFERENCE

President-Elect



President-Elect

Summary: Under the direction of the President, the President-Elect shall join the President and act as a liaison between the Executive and all CSCP Committees and Liaison Representatives.

Position Duties:

1. Shall be vested with all the powers and shall perform all the duties of the President in the event of the President's absence, disability, or refusal to act.
2. Shall give direction to all committees as required.
3. Shall have access to all committee records and attend committee meetings as requested.
4. With assistance from the National Office, shall inform all committees of their reporting requirements to the Executive and Board of Directors, as well as submissions to the Society website.
5. Shall be a voting member of the Board of Directors.
6. Shall be an ex officio member of all committees of the Society.
7. Shall engage with and recruit potential corporate members to the Society.

Requirements:

1. Must be an active, Certified member in good standing with the CSCP.
2. Must become familiar with and comply with all documents pertaining to the function of the business affairs of the Society.
3. Must observe proper decorum in attending and participating in meetings and functions of the Society, in accordance with such reasonable rules established by the Society and generally accept parliamentary rules or procedures pertaining to the conduct of the meetings and functions.
4. Education:
 - a. Post-diploma preparation is an asset.
 - b. Previous experience in a related position is an asset.
5. Traits:
 - a. Good communication skills.
 - b. Good organizational skills.
 - c. Interest and ability in a leadership role.
 - d. Bilingualism is an asset, but not required.

Position Relationships:

1. Reports to the President of the CSCP.
2. Oversees activities of all CSCP Committees and Liaison Representatives, or assigns this duty as necessary.
3. Maintains regular communication with the CSCP National Office Manager while holding office