



The Canadian Society  
of Clinical Perfusion

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La Société Canadienne  
de Perfusion Clinique

[cscp.ca](http://cscp.ca)

**TERMS OF REFERENCE  
EXECUTIVE SECRETARY &  
REGISTRAR**



## EXECUTIVE SECRETARY & REGISTRAR

### Summary:

The Executive Secretary, under the direction of the President or his/her delegate, assumes responsibility for;

1. Correspondence of the Society
2. Taking minutes of all annual executive meetings of the Society
3. Maintenance of lists and records of all membership in the society in coordination with the National Office
4. The Society Seal, Charter and Property

### Position Duties:

1. Attends all Board of Directors meetings.
  2. Maintains a close liaison with all executive officers.
  3. Supervises and directs the National Office of the Society through the Office Manager and maintains a close liaison with this person.
  4. Maintains lists of members in the Society, with the aid of the National Office, of all categories of membership status. (Ensuring adequate notification of dues payment and circulation of change of address information)
  5. Ensure that all meetings are properly conducted by:
    - a. Notice via the National Office to all persons entitled to receive it.
    - b. Preparation of an agenda in conjunction with the President
      - i. Initiate contact with the President 1 month before the meeting
    - c. Having a copy of the Society's Bylaws, minutes and rules of order for reference.
    - d. To take adequate notes of the proceedings to prepare the minutes (Recording of the meeting electronically is acceptable and advisable to ensure the accuracy of the minutes.) Distribute post-meeting minutes and action agendas to the board via the National Office.
  6. Recognize responsibilities and deadlines as outlined in the Society's calendar of events, under the direction and approval of the Executive, update and revise this calendar when necessary, ensuring the revised calendar is circulated to all executive officers and directors.
  7. Transfer all the official minutes of all BOD and AGM meetings to the National Office for archiving and long-term continuity.
  8. Shall be a voting member of the Board of Directors
  9. Conduct the annual audit of the membership to ensure completed competencies for recertification.
  10. Receive and review request for recertification extension
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- a. Uncomplicated 1-year extensions may be granted to individuals by the Executive Secretary without Board approval. All others shall be presented to the Board of Directors for approval.
11. Shall receive and present to the Board of Directors all requests for meeting/symposium Canadian CEU certification with the proposed action plan. The board will award or deny certification, and the Executive Secretary will forward the Board's decision to the requesting party through the National Office. See Policy for CEU credit calculation.

**Requirements:**

1. Must be a Certified member in good standing with the CSCP.
2. Should have excellent administrative capabilities (organizational, writing and interpersonal skills).
3. Computer proficiency is an asset
4. Post-diploma preparation is an asset.
5. Should possess an understanding of current office management techniques and practices.
6. Bilingualism is an asset but not required.

**Position Relationships:**

1. Reports to the President of the CSCP.
  2. Liaison with and give direction to the National Office Manager.
  3. Acts as a mediator between the Executive and the National Office Manager.
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