



The Canadian Society
of Clinical Perfusion

La Société Canadienne
de Perfusion Clinique

cscp.ca

**TERMS OF REFERENCE
VICE PRESIDENT**



VICE PRESIDENT

Summary: Under the direction of the President or his/her delegate, the Vice President shall 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 absence of the President or his 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 and 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 submit a report to the Editor with an emphasis on but not limited to, committee and award-related activities. Attempt to reach out to interdisciplinary groups for submissions. (i.e. letter or essay)
8. Shall oversee the selection of recipients and the presentation of awards at the Annual Banquet and ensure the publication of the recipient's names on the website.
9. 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 be 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 an asset.
 - b. Previous experience in a related position an asset.



5. Traits:

- a. Good communication skills.
- b. Good organizational skills.
- c. Interest and ability in a leadership role.
- d. Bilingualism an asset but not required.

Position Relationships:

1. Reports to the President of the CSCP.
2. Directs activities of all CSCP Committees and Liaison Representatives or delegates this responsibility as needed.
3. Maintains regular communication with the CSCP National Office Manager while holding office