

Officers of the Society – Role Descriptions

(Last approved by the Board: May 2026)

Board Chair

In broad terms, the Chair is responsible for the effective functioning of the Board of Directors in its governance role, including:

- Presiding over meetings of the Board
- Presiding over and delivering the Board's report at the Annual General Meeting
- Ensuring the Board fulfills its mandate and responsibilities
- Fostering unity, trust, and collegiality among directors
- Demonstrating integrity and ethical leadership

During Board Meetings

- Chairing meetings in accordance with the bylaws and rules of order
- Ensuring orderly, inclusive, and informed deliberation
- Encouraging balanced participation by all directors
- Guiding the Board in fulfilling its responsibilities

Between Board Meetings

- Maintaining open communication with directors
- Working with the CEO to review agendas, minutes, and board materials
- Supporting board effectiveness, including coaching or mentoring directors as appropriate
- Serving on the Executive, Nominating, CEO Evaluation and Governance Committees
- Speaking on behalf of the Board when authorized

Interactions with Management

- Serving as the primary point of official communication between the Board and the CEO
- Acting as a sounding board and counsel for the CEO
- Conveying feedback or direction arising from executive or in-camera sessions
- Ensuring the Board receives timely and appropriate information

President

The President:

- Serves as the primary spokesperson for the Society
- Represents, or appoints a designate to represent, the Society in its official relations with stakeholders
- Attends official and social functions as appropriate
- Serves as Chair of the Executive Committee and the Nominating Committee
- Serves as a member of the Board, Governance Committee and CEO Evaluation Committee
- Acts as a sounding board and counsel for the CEO as part of the Executive Committee
- Performs the duties of Board Chair in the absence of the Chair
- Serves as an ex-officio member of all committees where not a voting member
- Signs documents requiring an official signature of the Society
- Performs other duties customary to the office

President-Elect

The President-Elect:

- Assists the President as required
- Performs the duties of the President in the President's absence
- Serves as a member of the Board, Executive Committee, Nominating Committee, and CEO Evaluation Committee
- Acts as a sounding board and counsel for the CEO as part of the Executive Committee
- Serves as Acting President if the office becomes vacant
- Assumes the office of President following one year of service at the next Annual General Meeting.

Past President

The Past President:

- Supports the President through mentoring, coaching, and advice
- Serves as a member of the Board, Executive Committee, Nominating Committee, Governance Committee, and CEO Evaluation Committee
- Acts as a sounding board and counsel for the CEO as part of the Executive Committee
- Provides organizational continuity and historical context
- May chair special or ad hoc committees as requested
- May undertake special projects suited to the role
- Continues to advocate for the Society and the profession

Audit Committee Chair

The Chair of the Audit Committee:

- Chairs the Audit Committee and reports to the Board
- Provides oversight of the financial affairs of the Society
- Oversees the review of financial statements, audit results, and financial controls
- Serves as a member of the Board and Executive Committee
- Serves as Chair of the CEO Evaluation Committee
- Acts as a sounding board and counsel for the CEO as part of the Executive Committee