

## **CIRSA DUTIES AND RESPONSIBILITIES**

### **President**

1. Direct the executive according to our mission statement / constitution and establish regular agendas for meetings.
2. Ensure an annual report is issued.
3. Maintain an annual business plan.
4. Develop an annual budget and monitor expenses.
5. Set annual goals and objectives
6. Measure the goals and objectives.
7. Prepare correspondence to regulatory bodies as required.
8. Establish agendas for meetings. Send out agenda for all meetings prior to the meeting to each board member
9. Co-ordinate duties of all sub-committees (If any).
10. Serve as secondary cheque signer (Treasurer is primary cheque signer)
11. Oversee the generation of all CIRSA revenues
12. Preside at all CIRSA meetings

### **Vice President**

1. Act in absence of the President
2. Aid the President in his duties
3. Chair designated sub-committees
4. Assume role of President if the President is unable to complete his term

### **Secretary**

1. Send out agenda and meeting times at least one day before meetings.
2. Record minutes of meetings.
3. Send out timely meeting minutes to the executive.
4. Review Administrator's documentation.
5. Maintain membership list
6. Send out information to members as decided upon by the board
7. Conduct all correspondence on behalf of CIRSA
8. Keep and update CIRSA's minute book

### **Director of Communication**

Director of communications is a position in both the private and public sectors. A director of communications is responsible for managing and directing an organization's internal and external communications. Directors of communications supervise public relations staff, create communication strategies, and may serve as the key spokesperson and media contact for the organization.

### **Treasurer**

1. Pay bills and reimbursements
2. Keep and Maintain detailed records of bank deposits, bank records, and check balances.
3. Send out annual invoices for membership.
4. Bank reconciliation.
5. Data and records to accountant for annual report
  
6. Make deposits at the bank
7. Serve as principal cheque signer
8. Report up-to-date reports of finances at each executive and membership meeting

### **Associate Directors:**

1. Attend and input into executive meetings
2. Serve on and chair sub committees
3. Carry out duties as designated by President
4. Participate and provide input, support, to other executive members and subcommittees
5. Participate and get involved in other tasks or special projects not assigned to other executive members.
6. Review publications prior to their release to the membership.

### **Administrator**

1. Marketing initiatives
2. Maintain new CIRSA member packages
3. Printing and mail outs
4. Contacting new possibilities for membership.
5. Pick up the mail.
6. Open and disperse mail as required.
7. Assist the President in preparing correspondence to regulatory bodies as required.
8. Assist the President in preparing annual reports and budgets
9. Record minutes of meetings.
10. Prepare draft newsletter based on Presidents and executive input and for Presidents review
11. Send out agenda and meeting times at least one day before meetings.
12. Maintain the contact list. Update member status, contacts, etc.
13. Send out invitations to annual meetings.
14. Research and provide recommendations on CIRSA's representation at events (conferences, meetings, etc) as appropriate and directed.
15. Maintain and store any promotional materials or other conference displays
16. Make travel and hotel arrangements for Executive as needed