

President of the Canadian Neurosurgical Society (CNSS)

Term - Two years.

Responsibilities

- a. Leads the CNSS Board in steering the Society's direction, mission and goals.
- b. Leads the Society in formulation of new policies, procedures and programs.
- c. Leads the Board in developing annual business plans that achieve the organization's goals.
- d. Chairs the CNSS Board meetings and teleconferences, Executive Committee Meetings, and the Annual General Meeting of the Society.
 - Prepares agendas and President's report for meetings.
 - Approves minutes from the last meeting before they are distributed.
 - Approves appropriate materials which are distributed to meeting participants prior to meetings.
- e. Is a member of, and actively participates in, the CNSS Executive Committee, the Nominating Committee and the Membership Committee.
- f. Must act in the best interests of the Society, with a certain level of skill, honesty and good faith.
- g. Knows and understands the bylaws of the CNSS and ensures the Board adheres to its bylaws.
- h. Serves on the CNSF Governance Committee.
- i. Serves on the CNSF and NSFC Board of Directors as a voting member, and is a voting member of the CNSF/NSFC AGMs.

Skill and Knowledge Requirements:

- Experience in a leadership role within the CNSS and/or the CNSF.
- Must know and understand the mission, goals and structure of the CNSS, CNSF and its member societies.
- Must know and understand the CNSS bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert's Rules.

Vice-President of the Canadian Neurosurgical Society (CNSS)

Term - Two Years (then preferably moves to President)

Responsibilities

- a. In the absence of the President, acts as chair at CNSS Board meetings and teleconferences, Executive Committee Meetings, and the Annual General Meeting of the Society.
- b. Works closely with the President.
 - Helps the President lead the Board in developing annual business plans that achieve the organization's goals.
 - Assists the President in ensuring the business plans are implemented on schedule and on budget.
 - Works with the President and the Secretary-Treasurer to develop the annual budget for the society; with the assistance of the Secretariat.
 - Assists the President to work with the Board members to review existing policies, procedures and programs and develop new ones.

- c. Knows and understands CNSS bylaws and ensures the Board adheres to its bylaws.
- d. Is a member of, and actively participates in, the CNSS Executive Committee, the Nominating Committee and Membership Committee.
- e. Prepares to serve a future term as President.
 - The Vice-President of the CNSS must be prepared to step into the role of President.
- f. Must act in the best interests of the Society, with a certain level of skill, loyalty, honesty and good faith.
- g. Serves on the CNSF Audit Committee.
- h. Serves on the CNSF and NSFC Board of Directors as a voting member, and is a voting member of the CNSF/NSFC AGMs.

Skill and Knowledge Requirements:

- Experience in a leadership role within the CNSS and/or the CNSF.
- Must know and understand the mission, goals and structure of the CNSS, CNSF and its member societies.
- Must know and understand the CNSS bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert's Rules.

Past President of the Canadian Neurosurgical Society (CNSS)

Term - Two years

Responsibilities

- a. Uses knowledge of Society and experience as President, to provide advice to the incoming President, Board and Society.
- b. Is a member of, and actively participates in, the CNSS Executive Committee, the Nominating Committee and Membership Committee.
- c. Knows and understands the bylaws of the CNSS and ensures the Board adheres to its bylaws.
- d. Attends and is a voting member of all CNSS Board meetings and AGMs.

Skill and Knowledge Requirements:

- Must know and understand the mission, goals and structure of the CNSS, CNSF and its member societies.
- Must know and understand the CNSS bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert's Rules.

Secretary-Treasurer of the Canadian Neurosurgical Society (CNSS)

Term - Two years (then preferably moves to Vice-President)

Responsibilities

- a. Becomes familiar with the bylaws of the CNSS and the operation of the society.
- b. Prepares for, attends and act as recording secretary for Society Board Meetings and the Annual General Meeting.
- c. Takes attendance and ensures there is a quorum for any votes.

- d. Records the proceedings of the Society's Board and Annual General Meeting, including motions and issues presented for discussion, the call for a vote and the results of any vote.
- e. Prepares the minutes of meetings and forwards to the Secretariat office for distribution and inclusion in the Society Minute Book. (Preferably within six weeks of the meeting.)
- f. In conjunction with the President, Vice-President and past President (the Executive Committee), carries out instructions arising out of the meetings.
- g. Assists in the preparation of the annual operating budget of the Society. Presents the financial statements to the membership at the Annual General Meeting for approval.
- h. Is a member of, and actively participates in, the CNSS Executive Committee, the Nominating Committee and Membership Committee.
- i. As a member of the Membership Committee, reviews and approves membership applications throughout the year.
- j. As a member of the Nominating Committee, submits nominations for each position that is vacant on the Board.

Skill and Knowledge Requirements:

- Must become familiar and understand the mission, goals and structure of the CNSS, CNSF and its member societies.
- Must become familiar, know and understand the CNSS bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert's Rules.

Directors on the Board of the Canadian Neurosurgical Society (CNSS)

Term - Three years

Responsibilities

- a. Familiar with the bylaws of the CNSS and the operation of the Society.
- b. Knowledgeable about the CNSF and its programs and services.
- c. Oversees the business affairs of the CNSS.
- d. Prepares for and attends all CNSS Board and Annual General Meetings.
- e. At Board meetings, approves the CNSS annual financial statements and budgets.
- f. At Board meetings, approves long-range plans incorporating the mission and goals of the organization.
- g. Participates on sub-committees as requested by the Board.
- h. Participates in teleconference calls, as required.
- i. Participates in e-mail discussions, as required.

Skill and Knowledge Requirements:

- Must become familiar and understand the mission, goals and structure of the CNSS, CNSF and its member societies.
- Must become familiar and understand the CNSS bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert's Rules.

Resident Representative to the Canadian Neurosurgical Society (CNSS)

Term - One year renewable, usually for a maximum of 2 years.

Responsibilities

- a. Must become familiar with the bylaws of the CNSS and the operation of the Society.
- b. Knowledgeable about the CNSF and its programs and services.
- c. Provides the voice for Canadian neurosurgical resident members; contacts other neurosurgery residents throughout the year on all matters pertaining to the Congress, courses and other resident issues.
- d. Is a member of, attends and reports to the CNSF and CNSS Boards. Attends all related meetings and participates in teleconference calls as required.
- e. Plans and Chairs or co-Chairs the Neurosurgery Residents Meeting at the Annual Congress.
- f. Is a member of, and attends, the Professional Development, the Scientific Program, CPGC and Membership Committees, and other committees as requested.
- g. Provides an annual fellowship listing for posting on the CNSF website.
- h. Provides input and feedback on the residents' pages of the CNSF website.

NOTE: as with all Society positions, ongoing support is provided by the CNSF staff, who assist in the preparation of Minutes, Budgets, Agendas and other related duties.

For Details regarding the CNSF Professional Development Committee and the CNSF Scientific Program Committee, please see links below;

Professional Development Committee (PDC)

- [PDC Terms of Reference](#)

Scientific Program Committee (SPC)

- [SPC Terms of Reference](#)