

## President of the Canadian Association of Child Neurology (CACN)

**Term** - Two years.

### Responsibilities

- a. Leads the CACN 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 CACN 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 CACN 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 CACN 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 CACN and/or the CNSF.
- Must know and understand the mission, goals and structure of the CACN, CNSF and its member societies.
- Must know and understand the CACN 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 Association of Child Neurology (CACN)

**Term** - Two Years (then preferably moves to President)

### Responsibilities

- a. In the absence of the President, acts as chair at CACN 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 CACN bylaws and ensures the Board adheres to its bylaws.
- d. Is a member of, and actively participates in, the CACN Executive Committee, the Nominating Committee and Membership Committee.
- e. Prepares to serve a future term as President.
  - The Vice-President of the CACN 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 CACN and/or the CNSF.
- Must know and understand the mission, goals and structure of the CACN, CNSF and its member societies.
- Must know and understand the CACN 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 Association of Child Neurology (CACN)**

**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 CACN Executive Committee, the Nominating Committee and Membership Committee.
- c. Knows and understands the bylaws of the CACN and ensures the Board adheres to its bylaws.
- d. Attends and is a voting member of all CACN Board meetings and AGMs.

**Skill and Knowledge Requirements:**

- Must know and understand the mission, goals and structure of the CACN, CNSF and its member societies.
- Must know and understand the CACN 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 Association of Child Neurology (CACN)**

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

**Responsibilities**

- a. Becomes familiar with the bylaws of the CACN 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 CACN 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 CACN, CNSF and its member societies.
- Must become familiar, know and understand the CACN 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 Association of Child Neurology (CACN)**

**Term** - Three years

**Responsibilities**

- a. Familiar with the bylaws of the CACN and the operation of the Society.
- b. Knowledgeable about the CNSF and its programs and services.
- c. Oversees the business affairs of the CACN.
- d. Prepares for and attends all CACN Board and Annual General Meetings.
- e. At Board meetings, approves the CACN 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 CACN, CNSF and its member societies.
- Must become familiar and understand the CACN 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 Association of Child Neurology (CACN)**

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

## **Responsibilities**

- a. Must become familiar with the bylaws of the CACN and the operation of the Society.
- b. Knowledgeable about the CNSF and its programs and services.
- c. Provides the voice for Canadian neurology resident members; contacts other neurology 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 CACN Boards. Attends all related meetings and participates in teleconference calls as required.
- e. Plans and Chairs or co-Chairs the Neurology 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.

**PLEASE 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](#)