

# Canadian Society for Epidemiology and Biostatistics

## Roles and Responsibilities of the Board

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### All members of the Board of Directors:

- Participate in meetings of the Board of Directors (also referred to as ‘Board meetings’) and volunteer to serve on at least one committee
- Flag priority issues and help set the agenda for Board meetings
- Expedite Board business between Board meetings
- Take on specific tasks as approved by the Board
- Actively recruit to fill gaps on the Board
- Contribute to the budget setting and review process

### Operational Responsibilities of Each Executive Position

#### A. President

The President is the chief executive officer who ensures that all resolutions of the Board and all obligations of the Board as outlined in the By-laws are carried out. Specifically, the President will:

1. Provide advice and assistance to the Executive Board, Chairs of Standing and Special Committees, and the Board of Directors.
2. Manage the meetings of the Board of Directors and Executive Board, the Annual General Meeting, and any other meetings that may be called by the Board of Directors or Executive Board.
3. With the assistance of the Board, plan for succession of the Board of Directors and Executive Board.
  - Orient new Board and Executive members
  - Orient and transfer knowledge and files to new President
4. Ensure service provider relationships are managed by conducting annual reviews.
5. Represent the Canadian Society for Epidemiology and Biostatistics (CSEB) at conferences, meetings of other associations, etc., or appoint a representative to attend these functions.
6. Lead the Board’s development and implementation of annual operational or tactical plans.
7. Oversee, at a high level, the planning and development of CSEB’s conferences, including the identification of host venues (city/university/other institution), budgets, and the procurement of professional conference organization services.
8. Ensure CSEB is in good financial health and assist in fundraising activities, especially for CSEB’s conferences.
9. Assume the Past President’s position at the end of the term.
10. Serve on the Nominating Committee to replace Executive and Board members.

#### B. Past President

1. Provide corporate history for the Board of Directors, Executive Board, and Standing and Special Committees.

2. Be available to the President for counsel and be available to take on special assignments and duties at the request of the President.
3. Provide advice and assistance to the Executive Board, Chairs of Standing and Special Committees and the Board of Directors.
4. Chair the Nominating Committee to replace Executive and Board members.
5. Chair the Awards Committee and oversee the awards selection process (held every second year and presented at CSEB's biennial conference).

#### **C. Vice President**

1. Be available to the President for counsel and be available to take on special assignments and duties at the request of the President.
2. In the absence of the President, assume the President's operational responsibilities, as described under Section A above.
3. Commit to assuming the President's position at the end of the President's term, or nominate an individual to the Board of Directors to stand election as President during the new term.
4. Oversee bylaws, policies and procedures, and keep current electronic copies of these documents.
5. Oversee agreements and contracts at the request of the President.

#### **D. Treasurer**

1. Review invoices, sign, and mail cheques.
2. Monitor CSEB funds deposited in financial institutions and (if necessary) ensure these funds are invested appropriately and safely.
3. Explore banking options that minimize bank charges.
4. Act as the primary contact person with representatives of financial institutions.
5. Present budgets and financial reports at Board meetings and provide advice on financial issues.
6. Work with the accountant and auditor to ensure that any issues in the keeping of CSEB's books are resolved; communicate with the accountant regarding line item changes to the budget that arise from Board activities and decisions.
7. Sign the audited financial statements and present a report on CSEB's financial health at the Annual General Meeting.
8. Liaise with planning organizations for CSEB's student and biannual conferences.
  - a. Provide financial guidance to these organizations
  - b. Adjust the conference budgets accordingly based on anticipated revenues and losses.
9. Continually explore and propose additional sources of revenue for CSEB.

#### **E. Secretary**

1. Assist the president with the drafting and reviewing of meeting agendas; distribute meeting agendas at least three business days prior to the scheduled dates of the meetings.
2. Ensure that meeting minutes are recorded, reviewed, and distributed in a consistent and timely manner.
3. Ensure that all key documents (e.g., meeting minutes, reports, financial statements) are electronically archived and transferred to the next Secretary.
4. When designated by the President or Treasurer, prepare (or assist in the preparation of) agreements with other organizations or partners.
5. Be available to the President for counsel and be available to take on special assignments and duties at the request of the President.

#### **Members at Large**

#### **F. Chair, Membership Committee**

The Membership Committee makes recommendations to the Board for all matters that relate to membership, including recruitment, fees, membership tracking, and awards. The Chair addresses membership queries and reports Committee activities to the Board. The Membership Committee will oversee any working groups (and working group budgets) created by it or assigned to it by the Board.

#### **G. Chair, Webinars and Workshops**

The Webinars and Workshops Committee oversees the development and management of educational and training opportunities (e.g., workshops, webinars, conferences) for CSEB members and non-members. This includes managing the budget for each opportunity. The Chair reports on the activities of the Committee to the Board. The Webinars and Workshops Committee will oversee any working groups (and working group budgets) created by it or assigned to it by the Board.

#### **H. Chair, Communications Committee**

The Communications Committee oversees the development and management of CSEB's media, including the eBulletin, Newsletter, Twitter and Facebook accounts, and podcasts. The Chair reports on the activities of the Committee to the Board. The Communications Committee will oversee any working groups created by it or assigned to it by the Board. This includes the Newsletter Working Group, which is responsible for ensuring production of the bi-annual newsletter.

#### **I. Newsletter Editor**

Chair the Newsletter Working Group and ensure a newsletter is produced at least twice per year.

#### **J. Members at large other than F to I above**

Members at large are full voting members of the Board who are expected to chair or serve on at least one committee or working group.

**K. Student Representative**

This person is a full voting member of the Board who represents CSEB's student members. The student representative may be called upon by the President or a committee or working group chair to provide a student perspective on any issue. The student representative also helps to coordinate CSEB's student volunteers.

**L. Ex-officio representatives**

Non-voting members will be appointed to represent specific associations and organizations on the Board, with the consent of the Board and of the relevant association or organization.