

## PRESIDENT JOB DESCRIPTION

- The President is normally elected at the Annual General Meeting for a term of one year. Two years in the position is recommended.
- The President is a member in good standing of the CSD and agrees to work toward fulfilling the purposes of the Society.
- The President is a Director and is encouraged to contribute to the decision making process with personal suggestions and questions.
- The President is empowered to carry out his/her affairs of the Society upon approval of the Board of Directors.

### **Duties Include**

- The President is the chief executive officer of the Society;
- The President will have the general and active management of the affairs of the Society.
- The President ensures that all orders and resolutions of the Board of Directors are carried out.
- Provide guidance and direction to the CSD Board members.
- The President will preside at all meetings of the Society and of the Board of Directors
- Will ensure that CSD meetings are run under By-Laws that the Society is governed under.
- Shall attend all meetings leading the meetings through agenda topics.
- The President can give a CSD Board member permission to act on the CSD's behalf.
- Ensures that CSD funds are not misused and that detailed records are kept on spending activity and CSD account balances.
- Ensures that the CSD web site is managed and that content on the site is relevant and appropriate to CSD business.
- The President will bring any issues requiring resolution to the CSD Board for their joint discussion and approval.
- Ensures that the CSD Board meets on a regular basis.
- The President is fundamental in coordination efforts for the CSD Annual Convention.
- The President runs the CSD Annual Meeting that occurs on the second day of the annual convention.
- Reasonable expenses for supplies or services incurred by the President will be reimbursed. Submit receipts or statement to the CSD Treasurer.
- Reasonable expenses for travel to attend CSD Board meetings will be reimbursed. For travel by personal vehicle, gas expenses are reimbursed.
- The President will receive free registration, accommodation, meals and parking at the Annual Convention/Annual General Meeting.
- As a Director, the President may receive special rates for CSD sponsored workshops.