



# Canadian Association of Child Neurology (CACN) Society Governance General Information

## CACN Mission Statement

To promote the advancement of knowledge of the sciences pertaining to the development of the nervous system from conception to adult life;

To advance knowledge of diseases of the nervous system in children;

To stimulate prevention of neurological disease; and

To foster improved treatment and care of young people with neurological handicaps.

## About CACN

The Canadian Association of Child Neurology has approximately 100 members representing pediatric neurologists in Canada. The council of six members manages the business of the CACN. The President and Vice-President also serve on the Board of Directors of the Canadian Neurological Sciences Federation (CNSF).

The council appoints a member representative to sit on the Publications Committee of the Canadian Journal of Neurological Sciences for a term of four years, and a member to sit on the Professional Development Committee for a term of three years.

The council also elects two member representatives to sit on the Scientific Program Committee of the CNSF.

## CACN Committees

### *Executive Committee*

The Executive Committee is composed of the President, Vice-President and the Secretary-Treasurer.

### *Nominating Committee*

The Nominating Committee is comprised of the Executive Committee Members. They submit nominations for each vacant position on council.

### *Membership Committee*

The Membership Committee, comprised of the members of the Executive Committee, approves membership applications throughout the year.

### *Education and Manpower Committee*

A representative from each of the Royal College of Physicians & Surgeons of Canada approved training programs in Child Neurology plus an elected CACN member sits on this committee, which monitors manpower requirements in Canada, regularly reviews the training process in Child Neurology, and advises on continuing education needs of the membership.



# Canadian Association of Child Neurology (CACN) **Society Governance** General Information (con't)

## **CACN Membership Application Process**

Application for CACN Membership must be made on the official CACN Application form – available on this site.

The CACN requires the names and signatures of two Active CACN Society members in support of the applicant.

Junior members require the signature of either an Active member or their Training Program Director.

New applications are reviewed and approved by the Membership Committee.

## **CACN Membership Categories**

### **Active Member**

Active members are physicians certified in neurology (pediatric stream) by the Royal College of Physicians and Surgeons of Canada.

Other physicians and scientists not certified, but who meet the requirements for certification by the Royal College, or who manifest by their work a basic interest and competence in pediatric neurology, are also eligible, after a review of their training by the Executive Committee.

### **Junior Member**

First-year resident membership fees are paid by the member society.

A Junior Member shall be in graduate training in pediatric neurology.

Upon successful completion of Pediatric Neurology training, Junior Member status will automatically change to active member status and the CNSF office will bill them accordingly.

### **Associate Member**

Physicians and scientists who are interested in the study of the developing nervous system, but do not meet the requirements of Active membership, may apply for Associate membership.

### **Retired Member**

When Active Members have retired from active practice, and receive no professional income from their specialty, they may contact the CNSF office to receive a change to Retired membership status.



# Canadian Association of Child Neurology (CACN) Society Governance CACN Responsibilities

## Past-President

Not applicable to CACN.

## President

### Term

Two years

### Responsibilities

- Leads the CACN Governing Council in steering the society's direction, mission and goals.
- Leads the society in formulation of new policies, procedures and programs.
- Knows and understands the bylaws of the CACN and ensures the council adheres to its bylaws.
- Ensures that all Orders and Resolutions of the council are carried out.
- Provides leadership to the council.
- Acts as Chair at council meetings and teleconferences, Executive Committee Meetings, and the Annual General Meeting of the society.
- Ensures that meetings have a quorum in order to hold a legal vote (4 for council meetings; 8 Active members present at the Annual General Meeting or by proxy)
- Determines when discussion of an issue or motion is complete and calls for a vote on that issue or motion. Announces the result of the vote to meeting.
- Keeps meetings on topic by summarizing issues.
- Represents the CACN on the CNSF Board and the CNSF Governance Committee.

### Duties

- Prepares for and chairs all CACN Council meetings.
- Prepares for and chairs the society's Annual General Meeting.
- Participates in, and chairs, teleconference calls, as required.
- Participates in e-mail discussions, as required.
- Prepares for and attends the CNSF Board and Committee meetings
- As a member of the Nominating Committee, submits nominations for each position that is vacant on Council.
- As a member of the Membership Committee, reviews and approves membership applications throughout the year.



# Canadian Association of Child Neurology (CACN) Society Governance CACN Responsibilities

## Vice-President

### Term

- Two years (then moves to President)

### Responsibilities

- Familiar with the bylaws of the CACN and the operation of the society.
- In the absence or disability of the society President, the Vice-President shall perform the duties and exercise the powers of the President.
- Represents the CACN on the CNSF Board and the CNSF Audit Committee.
- In conjunction with the President and the Secretary-Treasurer (the Executive Committee), carries out the instructions arising out of the meetings.

### Duties

- Prepares for and attends all CACN Council meetings.
- Prepares for and attends the society's Annual General Meeting.
- Participates in teleconference calls, as required.
- Participates in e-mail discussions, as required.
- Prepares for and attends the CNSF Board and Committee meetings.
- As a member of the Membership Committee, reviews and approves membership applications throughout the year.
- As a member of the Nominating Committee, submits names for nomination for vacant positions on the CACN council.

## Secretary-Treasurer

### Term

- Two years (then moves to Vice-President)

### Responsibilities

- Familiar with the bylaws of the CACN and the operation of the society.
- Acts as recording secretary at meetings for the society.
- Takes attendance and ensures there is a quorum for any votes.
- Records the proceedings of the Society's council and Annual General Meeting, including motions and issues presented for discussion, the call for a vote and the results of any vote.
- Prepares the minutes of meetings and forwards to the Secretariat office for distribution and inclusion in the Society Minute Book. (s/b within six weeks of the meeting.)
- In conjunction with the President and Vice-President (the Executive Committee), carries out instructions arising out of the meetings.
- Assists in the preparation of the annual operating budget of the Society.
- Advises the Secretariat of any revisions to the Society bylaws.
- Reviews financial reports submitted by the Secretariat and presents the financial statements to council and the general membership for approval.

### Duties

- Prepares for, attends and acts as recording secretary for society council meetings and the Annual General Meeting.
- Prepares for, attends and acts as recording secretary for society teleconference calls, as required.
- Participates in e-mail discussions, as required.
- Advises the Secretariat of any pertinent business that will impact annual budget.
- Presents financial statements to the membership at the Annual General Meeting for approval.
- Records and notifies the Secretariat of new council members, committee members, and executive.
- As a member of the Membership Committee, reviews and approves membership applications throughout the year.
- As a member of the Nominating Committee, submits nominations for each position that is vacant on council.



# Canadian Association of Child Neurology (CACN) Society Governance CACN Responsibilities

## Residents Representative

### Term

- One year renewable.

### Responsibilities

- Familiar with the bylaws of the CACN and the operation of the society.
- Knowledgeable about the CNSF and its programs and services.
- Provides the voice for Canadian resident members.

### Duties

- Reports to the CNSF board, the CACN Council and to the CACN members at the CACN AGM. Attends associated meetings at the Annual Congress and participates in teleconference calls as required. Attends the CNSF Board meetings.
- Provides CACN residents representation on the Professional Development Committee, the Scientific Program Committee, and other committees as requested. Attends associated meetings at the annual Congress and participates in teleconference calls as required (approx. 2 each / year).
- Provides an annual fellowship listing for posting on the CNSF website.
- Provides input and feedback on the residents section of the CNSF website.

## Councilors

### Term

- Three years

### Responsibilities

- Familiar with the bylaws of the CACN and the operation of the society.
- Knowledgeable about the CNSF and its programs and services.
- Oversees the business affairs of the CACN.
- Approves annual financial statements and budgets.
- Approves long-range plans incorporating the mission and goals of the organization.
- Authorizes expenditures on behalf of the CACN.
- Stands for committees as requested by council.

### Duties

- Prepares for and attends all CACN Council meetings.
- Prepares for and attends the society's Annual General Meeting.
- Participates in teleconference calls, as required.
- Participates in e-mail discussions, as required.