President of the Canadian Neurological Society (CNS)

Term - Two years.

Responsibilities

a. Leads the CNS Board in steering the Society’s direction, mission and goals.
b. Leads the Society in formulation of new policies, procedures and programs.
c. The President leads the Board in developing annual business plans that achieve the organization’s goals.
d. Chairs the CNS 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.
   • Chairs meetings.
e. Is a member of, and actively participates in, the CNS Executive Committee, the Nominating Committee and the Membership Committee and the Governance Committee of the CNSF.
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 CNS and ensures the Board adheres to its bylaws.
h. Serves on the CNSF and NSFC Boards 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 CNS and/or the CNSF.
• Must know and understand the mission, goals and structure of the CNS, CNSF and its member societies.
• Must know and understand the CNS bylaws.
• Must be articulate, and have strong communications skills.
• Must be knowledgeable of meeting procedures and be familiar with Robert’s Rules of Order.

Vice-President of the Canadian Neurological Society (CNS)

Term - Two Years (then preferably moves to President)

Responsibilities

a. In the absence of the President, acts as chair at CNS 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 CNS bylaws and ensures the Board adheres to its bylaws.
d. Serves on the CNS Executive, Membership and Nominating Committees and the Audit Committee of the CNSF.
e. Prepares to serve a future term as President.
   - The Vice-President of the CNS 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 and NSFC Boards 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 CNS and/or the CNSF.
- Must know and understand the mission, goals and structure of the CNS, CNSF and its member societies.
- Must know and understand the CNS bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert’s Rules of Order.

**Secretary-Treasurer of the Canadian Neurological Society (CNS)**

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

**Responsibilities**

a. Becomes familiar with the bylaws of the CNS 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. As a member of the Membership Committee, reviews and approves membership applications throughout the year.
i. 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 CNS, CNSF and its member societies.
- Must become familiar know and understand the CNS bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert’s Rules of Order.
Board Member of the Canadian Neurological Society (CNS)

**Term** - Three years

**Responsibilities**

a. Is familiar with the bylaws of the CNS and the operation of the Society.
b. Knowledgeable about the CNSF and its programs and services.
c. Oversees the business affairs of the CNS.
d. At Board meetings, approves the CNS annual financial statements and budgets.
e. At Board meetings, approves long-range plans incorporating the mission and goals of the organization.
f. Prepares for and attends all CNS Board and Annual General Meetings.
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 CNS, CNSF and its member societies.
- Must become familiar and understand the CNS bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert’s Rules of Order.

Past President of the Canadian Neurological Society (CNS)

**Term** - 2 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 Executive, Membership and Nominating Committees.
c. Knows and understands the bylaws of the CNS and ensures the Board adheres to its bylaws.
d. Attends and is a voting member of all CNS Board meetings and AGMs.

**Skill and Knowledge Requirements:**
- Must know and understand the mission, goals and structure of the CNS, CNSF and its member societies.
- Must know and understand the CNS bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert’s Rules of Order.

Resident Representative to the Canadian Neurological Society (CNS)

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

**Responsibilities**

a. Must become familiar with the bylaws of the CNS 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 CNS 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. Provides an annual fellowship listing for posting on the CNSF website.

g. Provides input and feedback on the residents section 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.