

## **President of the Canadian Society of Clinical Neurophysiologists (CSCN)**

**Term** - Two years.

### **Responsibilities**

- a. Leads the CSCN 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 CSCN 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 CSCN 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 CSCN 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 CSCN and/or the CNSF.
- Must know and understand the mission, goals and structure of the CSCN, CNSF and its member societies.
- Must know and understand the CSCN 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 Society of Clinical Neurophysiologists (CSCN)**

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

### **Responsibilities**

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

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

**Skill and Knowledge Requirements:**

- Must know and understand the mission, goals and structure of the CSCN, CNSF and its member societies.
- Must know and understand the CSCN 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 Society of Clinical Neurophysiologists (CSCN)**

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

**Responsibilities**

- a. Becomes familiar with the bylaws of the CSCN 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 CSCN 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 CSCN, CNSF and its member societies.
- Must become familiar, know and understand the CSCN 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 Society of Clinical Neurophysiologists (CSCN)**

**Term** - Three years

**Responsibilities**

- a. Familiar with the bylaws of the CSCN and the operation of the Society.
- b. Knowledgeable about the CNSF and its programs and services.
- c. Oversees the business affairs of the CSCN.
- d. Prepares for and attends all CSCN Board and Annual General Meetings.
- e. At Board meetings, approves the CSCN 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 CSCN, CNSF and its member societies.
- Must become familiar and understand the CSCN bylaws.
- Must be articulate, and have strong communications skills.
- Must be knowledgeable of meeting procedures and be familiar with Robert's Rules.

## **Chief Examiners of the Canadian Society of Clinical Neurophysiologists (CSCN) EMG and EEG Sections**

**Term** - Three years, subject to review by the CSCN Board.

### **Responsibilities**

- a. Prepare and organize the annual CSCN EMG or EEG examination and content, in conjunction with the EMG / EEG examination committees.
- b. Offer the exam in both official languages.
- c. Review all candidates' applications ensuring the appropriate qualifications of the candidates have been met.
- d. Select examiners to ensure broad representation across the country, and across the specialties of psychiatry, neurology and other required skill areas. Examiners are required to be Active Members of the CSCN.
- e. Liaise with the Secretariat of the Canadian Neurological Sciences Federation to ensure the content and administrative aspects of the EMG / EEG exams are met, to include:
  - Posting the Notice of Exam on the CSCN / CNSF website.
  - Coordinating with the local examiner: exam location, materials and administrative support.
  - Informing candidates about exam details and ensuring they pay the appropriate fees.
- f. Prepare a formal written report of the EMG / EEG exam and the successful candidates, to be presented to the EMG / EEG Section Chair and the CSCN Board
- g. Chair the annual EMG / EEG Examination Committee meeting.
- h. Chief Examiner will sit on the Board of Directors of the CSCN as a voting member.
- i. Submit annual financial and budget proposals to the CSCN Board, for approval, with the goal of the EMG / EEG examinations to be revenue neutral.

## **Section Chairs of the Canadian Society of Clinical Neurophysiologists (CSCN) EMG and EEG Sections**

**Term** - Two years

### **Responsibilities**

- a. Chair the annual section meeting.
  - Prepares agendas and report for meetings.
  - Approves minutes from the last meeting before they are distributed.
  - Ensures appropriate materials are distributed to meeting participants prior to meetings.
  - Ensures that meetings have a quorum in order to hold a legal vote.
  - Recognizes members who "have the floor" and discourages interruptions by others.
  - Determines when discussion of an issue or motion is complete, restates the issue to be voted on, then calls for a vote on that issue or motion. Announces the result of the vote to meeting.
  - Keeps meetings on topic by summarizing issues and bringing discussion back on point when it veers of course.
- b. Ensures teleconference calls are organized as required and all participants know how to dial-in to the call.
- c. Participates in e-mail discussions, as required.

- d. Reports on the activities of the section to the CSCN Board of Directors at their meetings and to the CSCN membership at their annual general meeting, if the section Secretary-Treasurer is unable to attend.
- e. The chair shall submit nominations for the positions of Chief Examiners for EEG or EMG, as required, to the CSCN Nominating Committee.
- f. Each Section Chair will sit on the Board of Directors of the CSCN as a voting member.

### **Section Secretary of the Canadian Society of Clinical Neurophysiologists (CSCN) EMG and EEG Sections**

**Term** - Two years

#### **Responsibilities**

- a. Take minutes of the proceedings of the section meeting.
  - Record all motions, and the results of voting as per the information
- b. Bring forward any business to the CSCN Board that requires the approval of Board, especially any matters that involve expenditures of money.
- c. Distribute the section meeting minutes to the Secretary-Treasurer of the CSCN
- d. Reports on the proceedings of the section meeting to the Board of Directors of the CSCN and to the general membership at the CSCN AGM.
- e. Each Section Secretary will sit on the Board of Directors of the CSCN as a voting member.

**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.