



Canadian Society for Chemical Technology | **For Our Future**  
Société canadienne de technologie chimique | **Pour notre avenir**

## Canadian Society for Chemical Technology (CSCT) Board of Directors and Officers Roles

– a general overview

January 2019

*Adapted from the Canadian Society for Chemical Technology Bylaws and Board of Directors Handbook: CSCT Board Member's Terms of Reference, therein (draft)*

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### Directors and Officers

#### *President (2-year term)*

Provides leadership to the CSCT Board of Directors. Chairs the CSCT Executive Committee. Accountable for leading, development and implementation of strategy and carrying out programs and services according to the bylaws and policies of the Board. Prepares to potentially serve a future term as Past-President. Presides over/member of selected committees, e.g., HR and compensation, strategy, finance and is a member of the Chemical Institute of Canada (CIC) Board.

#### *Vice-President (2-year term)*

Acts in the absence of the President. Member of the CSCT Executive Committee. Learns duties of the President and key issues and works closely as a consultant and advisor to the President. Prepares to potentially serve a future term as President. Presides over/member of selected committees, e.g., strategy, governance and nominations, and awards.

#### *Past President (2-year term)*

Supports the current President. Works closely with the Executive Committee to advise and provides historical continuity. Member of the CSCT Executive Committee. Chair of the governance and nominations committee for the CSCT Board.

#### *Treasurer (3-year term)*

Responsible for the Finances of the CSCT Board. Ensures proper accounting records and practices are in place and is responsible for the deposit of monies, the safekeeping of securities and the disbursement of the funds of the CSCT. Member of the finance committee for the CIC.

## **Directors (3-year terms)**

### *Awards*

Scope encompasses all policy and other matters arising in connection with awards presented by the CSCT Board. Acts as chair of most CSCT award selection committees and engages in CIC award selection committees as required.

### *Certification*

Scope of role includes all matters relating to the CSCT Board's position for certified Chemical Technologist (cCT) designation and to adjudicate all applications to ensure that they meet the minimum standards required.

### *Student Affairs*

Acts as the link between the CSCT Board and the students in chemical and chemical engineering technology and related programs across Canada. Supports the regional Student Symposia and ensures a CSCT presence at each of these symposia. Represents the CSCT on the Chemistry Education Division Executive. Chairs the judging of the Student Chapter Merit Awards and other student awards. Ensures that all CSCT student awards are well publicized each year, acts as chair of most student award selection committees and ensures that each committee has its full complement of members. Fosters the participation of the students in the activities of the society. Fulfills duties in collaboration with Director of Student Affairs in the Canadian Society for Chemistry (CSC) and Canadian Society for Chemical Engineering (CSChE).

### *CSCT Representative on TAC Standards Council*

Represents CSCT on TAC Standards Council and acts as liaison between the two bodies. Works in close conjunction with CSCT Director of Certification.

### *Director-at-large (3 positions)*

Member of the CSCT Board of Directors and takes on duties as required to fulfill the objectives of the CSCT.

## **Officers (ex officio)**

### *Executive Director (ED)*

The ED being responsible for the successful leadership and management of the CSCT supervises the day to day operations and administration of the CSCT. The ED manages and directs the business and affairs of the CSCT. The ED conforms to all lawful orders given by the Board of Directors of the CSCT and at all reasonable times gives the Board all information it may require regarding the affairs of the CSCT. If no Secretary is appointed, the ED performs all of the duties of the Secretary.

### *Secretary*

The Secretary attends and is the Secretary of all meetings of the Board, Members and committees of the Board. The Secretary is responsible for minute records of all proceedings at such meetings as and when instructed, responsible for notices to Members, Directors, the public accountant and members of committees. The Secretary is the custodian of all books, papers, records, documents and other instruments belonging to the CSCT.