



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

Canadian Society for Chemical Engineering (CSChE) Board of Directors and Officers Roles

– a general overview

September 2018

Adapted from the Canadian Society for Chemical Engineering Bylaws and Board of Directors Handbook: CSChE Board Member's Terms of Reference, therein (Approved by CSChE Board October 3, 2015)

Directors / Officers

President (1-year term)

Provides leadership to the CSChE Board of Directors. Chairs the CSChE 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 (1-year term)

Acts in the absence of the President. Member of the CSChE 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 (1-year term)

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

Treasurer (3-year term)

Responsible for the Finances of the CSChE 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 CSChE. 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 CSChE Board. Acts as chair of most CSChE award selection committees and engages in CIC award selection committees as required.

Conferences

Reports to and advises the CSChE Board on all matters relating to the CSChE activities in organizing, sponsoring and participating in conferences and symposia. Ensures the efficient forward planning of the annual Canadian Chemical Engineering Conference.

Divisions and Local Sections

Provides a liaison and communication link between the Local Sections and Subject Divisions and the CSChE Board. Fosters co-operation and information exchange among the Local Sections to help make their activities more effective. Provides a liaison and communication between the Subject Divisions and the CSChE Board. Provides guidance to the Subject Divisions to ensure continued participation, e.g., relevant symposia at the CSChE Conference and encourages additional activities throughout the year within the Divisions. Fulfills duties in collaboration with Director of Subject Divisions and Director of Local Sections in the Canadian Society for Chemistry (CSC).

Industrial Liaison (2 positions - West and East)

Scope of role includes all matters relating to the CSChE Board's position on industrial strategy and research and development policy. Act as a link to the chemical industry. Fulfill duties in collaboration with the Director of Industrial Liaison in the Canadian Society for Chemistry (CSC).

Publications and Continuing Education and Editor-in-Chief, The Canadian Journal of Chemical Engineering (Can. J. Chem. Eng.)

Provides policy direction to the CSChE Board and advises the CSChE Treasurer on financial matters related to the *Can. J. Chem. Eng.* Chairs the Publications Committee. Interacts with National Office Editorial staff and Wiley & Sons for the publication of the Journal. Provides recommendations on marketing and promotion of *Can. J. Chem. Eng.*

Student Affairs

Acts as the link between the CSChE Board and the students in chemical engineering and related programs across Canada. 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).

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.