



Chemical Institute of Canada | *For Our Future*  
Institut de chimie du Canada | *Pour notre avenir*

## Roles of the Chemical Institute of Canada (CIC) Board of Directors and Officers

[revision May 2020]

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### Directors and Officers

Chair (1-year term, progress to Past Chair subsequent year)

Provides leadership to the CIC Board of Directors. Chairs the CIC Executive Committee. Accountable for leading, development and implementation of strategy and carrying out programs and services according to the bylaws and policies of the CIC 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 works closely with the Executives of the Society Boards to provide synergy.

Vice-Chair (1-year term, progress to Chair then Past Chair in next 2 subsequent years)

Acts in the absence of the Chair. Member of the CIC Executive Committee. Learns duties of the Chair and key issues and works closely as a consultant and advisor to the Chair. Prepares to potentially serve a future term as Chair. Presides over/member of selected committees, e.g., strategy, HR and Compensation. Chair of the CIC Governance and Nominating Committee

Past Chair (1-year term)

Supports the current Chair. Works closely with the CIC Executive Committee to advise and provides historical continuity. Member of the CIC Executive Committee. Note: this is a non-voting position.

Treasurer (3-year term)

Responsible for the Finances of the CIC 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 CIC. Member of the CIC Executive Committee. Chairs the finance committee for the CIC.

## **Directors (1–year terms, as identified by CSC, CSCHE and CSCT Boards)**

### Representative from CSC Board

Senior elected officer, preferably the president of the CSC. Provides input from the chemistry community to the development and implementation of strategy and carrying out programs and services according to the bylaws and policies of the CIC Board.

### Representative from CSCHE Board

Senior elected officer, preferably the president of the CSCHE. Provides input from the chemical engineering community to the development and implementation of strategy and carrying out programs and services according to the bylaws and policies of the CIC Board.

### Representative from CSCT Board

Senior elected officer, preferably the president of the CSCT. Provides input from the chemical technology community to the development and implementation of strategy and carrying out programs and services according to the bylaws and policies of the CIC Board.

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## **Officer (ex officio)**

### Executive Director (ED)

The ED being responsible for the successful leadership and management of the CIC supervises the day to day operations and administration of the CIC. The ED manages and directs the business and affairs of the CIC. The ED conforms to all lawful orders given by the Board of Directors of the CIC and at all reasonable times gives the Board all information it may require regarding the affairs of the CIC. 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 CIC.