



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

2023 Canadian Society for Chemical Engineering (CSChE) Call for Nominations Position Descriptions

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)

Vice-President (2023-2024)

The Vice-President is an Officer of the CSChE and a member of the Executive Committee of the CSChE Board of Directors. The Vice-President plays an active role in setting and guiding the strategy and objectives of the CSChE and learns the role of the President. In the event the CSChE President is unable to perform a given responsibility, the Vice-President performs the duty of the President in that instance. The Vice-President may also be a participant or observer at some CIC committees and meetings. This is typically a one-year term, with the expectation that the Vice-President will become the President and Past-President in subsequent years, for a total of 3-years commitment.

Treasurer (3-year term)

The Treasurer is responsible for the Finances of the CSChE Board. The Treasurer works closely with the CIC Finance Manager to ensure 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. Prepares and presents financial statements at CSChE Board meetings in conjunction with the CIC National Team. Participates on the CIC Finance Committee.