



PEICOT

POLICY TITLE: OFFICERS DUTIES & RESPONSIBILITIES

No: 1.3

DATE ESTABLISHED: November 20, 2018

CATEGORY: Governance

AUTHORITY: RHPA/Regulations

The officers of the College are responsible for the effective and efficient management of the College. The officers are appointed by the Council in accordance with the Bylaws and policies. The term of office of an officer shall be a minimum of one (1) year and no more than three (3) consecutive years in any one role.

Chair

Description

The Chair provides strategic leadership to the College and the Council. The Chair is first and foremost, responsible for the effective functioning of the Council. The Chair has the authority to speak on behalf of the organization when communicating with the public and stakeholders. The Chair does not have the authority to make decisions on behalf of the Council and may not enter into contractual agreements without authorization from the Council.

Responsibilities

The Chair is responsible for:

- Chairing and directing meetings of the Council and/or the College
- Ensuring an agenda is prepared and distributed before each Council and/or College meeting
- Managing the affairs and strategic plan of the College
- Facilitating communication with partner organizations
- Acting as the spokesperson for the College to stakeholders
- Ensuring efficient operation of the Council
- Chairing the Executive Committee
- Ensuring minutes are taken at meetings of the Executive Committee
- Ensuring there is a process for evaluating the effectiveness of the College and the Council
- Monitoring and/or enforcing rules of conduct among Council members
- Monitoring the College’s progress in achieving the strategic plan
- Orienting new Council members
- Acting as a signing officer for financial and contractual transactions
- Providing an annual update to the registrants of the College
- Performing such other duties as directed by the Council

Reporting

The Chair reports to the Council and the members of the College. The Chair provides a short annual report.

Vice-Chair

Description

The Vice-Chair supports and assists the Chair in directing the affairs of the Council and the College. The Vice-Chair may assume any of the responsibilities of the Chair at their request or absence. The Vice-Chair does not have the authority to act on behalf of the College without authorization from the Chair or the Council.

Responsibilities

The Vice-Chair is responsible for:

- Chairing and directing meetings of the College in the Chair's absence
- Assisting and supporting the Chair in meeting the strategic priorities of the College and fulfilling the responsibilities of the Chair
- Chairing at least one standing committee, if appropriate
- Performing special assignments as requested by the Chair
- Coordinating the appointment of officers in accordance with the Bylaws and policies
- Performing other such duties as directed by the Council

Reporting

The Vice-Chair reports to the Chair on a regular basis.

Treasurer

Description

The Treasurer is the chief financial officer of the College. The Treasurer monitors and manages the financial affairs of the Association. The Treasurer, in collaboration with the Registrar, oversees the annual financial review and/or audit and is accountable for the reporting of financial affairs to the Executive Committee and the Council. The Treasurer does not have the authority to enter into contractual agreements or approve unbudgeted expenditures without authorization from the Council.

Responsibilities

The Treasurer is responsible for:

- Overseeing the management of the accounts for the College
- Overseeing the disbursement of funds
- Presenting an annual budget to the Council for approval
- Presenting quarterly financial reports for the Council
- Coordinating an annual review and/or audit of the financial affairs of the College, in collaboration with the Registrar
- Supporting committees as appropriate i.e. providing financial considerations, paying bills, etc.
- Reporting deviations or concerns to the Chair, the Executive Committee, and/or the Council
- Acting as a signing officer for financial and contractual transactions
- Performing special assignments as requested by the Chair
- Performing other duties as directed by the Council

Reporting

The Treasurer provides financial reports to the Chair, as requested, and to the Council at each Council meeting.

Secretary

Description

The Secretary is the official recorder of minutes and notes for the College. The Secretary ensures that a correct record of proceedings at meetings of either the College or Council is kept and distributed to appropriate individuals and/or organizations. The Secretary does not have the authority to enter into contractual agreements or approve unbudgeted expenditures without authorization from the Council.

Responsibilities

The Secretary is responsible for:

- Ensuring minutes are recorded for any and all meetings of the College and/or Council
- Distributing minutes in a timely fashion to the appropriate parties

- Providing notice to Council members and/or registrants re meetings or announcements
- Performing special assignments as requested by the Chair
- Performing such other duties as directed by the Council

Reporting

The Secretary reports to the Council as appropriate.

Approved By	Established	Reviewed/Revised	Next Review
Council	November 20, 2018	November 25, 2019 March 2, 2021	March 2024