



Executive Committee and CCS Council member duties and responsibilities

COUNCIL MEMBERS

General:

1. Promote the Canadian Cardiovascular Society (CCS) and membership within the CCS.
2. Serve as liaison to members and cardiovascular non-members in their geographic area.
3. Scan the environment for ideas and issues of relevance to the CCS.
4. Reflect concerns from the general membership to the CCS Council and the elected officers, and the concerns of the leadership group to the general membership.

As a member of Council:

1. Address his/her fiduciary responsibility for the well-being of the CCS as an organization.
2. Be the primary force pressing the CCS to the realization of its opportunities for service and the fulfillment of its obligations to all its constituencies.
3. Help frame the values, vision and mission of the CCS.
4. Help to identify the priority needs of the members and the resources required to achieve them.
5. Assist in formulating and establishing strategic plans, goals, and the annual budget.
6. Assist in updating and reviewing strategic plans, directions and attainment of goals.
7. Adopt programs to carry out the mission and goals.
8. Annually review and approve the CCS's budget.
9. Develop and monitor the execution of the policies of the CCS Council, and the goals and programs of the CCS.
10. Be positive in communicating CCS Council decisions to members, staff, the public, and other organizations.
11. Promote the programs and services of the CCS to its members, prospective members, the public and to other stakeholders.

12. Comply with the by-law and policies of the CCS and ensure compliance by others.
13. Identify and understand emerging issues and opportunities for the profession which are compatible with the CCS's goals.
14. Regularly apprise and discuss items of concern with the president and chief executive officer.
15. Prepare for and attend meetings of the CCS Council in their entirety. Do not, without approved justification, miss more than two meetings per five year term.
16. Review and understand the CCS's Council briefing documents and minutes, policy manuals, official publications and related orientation resources. If necessary, discuss issues with geographic members prior to CCS Council meetings.
17. Suggest new members for CCS Council and committee or task force assignments.
18. Annually nominate deserving members for awards.
19. Measure the performance of fellow volunteers, the elected executive, and chief executive officer based upon the approved goals and priority actions or strategic directions of the CCS Council.
20. Evaluate and follow up on actions taken at meetings of the CCS Council.
21. Serve as a positive liaison with partner and affiliate organizations.
22. Fulfill any assignments as a committee member, committee chair, representative or other duties, as mutually agreed.

Please note that in addition to the above-mentioned list, the trainee representative council member chairs the trainee luncheon, which takes place during the Canadian Cardiovascular Congress (CCC). The trainee representative works in collaboration with the trainee day committee to organize the event, which also takes place during the CCC.