

CAHN Executive & BOD Terms and Role Descriptions

CAHN Executive Position Term Renewal

Position	Change over of positions occurs
President & CEO	Odd year
Vice President	Even year
BOD	Odd year
BOD	Odd year
BOD	Even year
BOD	Even year
BOD	Even year
Education Director	Odd year

Treasurer	Odd year
Secretary	Odd year
Conference Co-Director	Even year
Conference Co-Director	Odd year
Membership Chair	Even year
Communications Chair	Even year
Standards & Competencies Chair	Odd year
Special Projects Chair	Even year

Board of Director (5 positions)

Two-year term of office.

Key Accountabilities:

- Planning and establishing policy:
 - Plan and approve all association initiatives;
 - Establish policy based on philosophy and mission statement and its strategic priorities.
- Management and Administration:
 - Delegate responsibility for operational management and administrative matters to the respective Board Director and or committee chairs;
 - Ongoing collaboration to ensure Board of Directors and Executive responsibilities are met;
 - Ensure timely decisions on policy and procedural issues as they arise;
 - As a team, evaluate all aspects of the Association's operations in order to ensure that management and program delivery are accessible, appropriate and adequate as well as cost-effective and efficient;
 - Periodically assess the needs of the membership. *Be accountable to the membership;*
 - Respond to the committee chairs' requests for advice and direction;
 - Be familiar with the bylaws and legislation required for the Association and understand funding priorities.
- Financial Accountability:
 - Continually review and assess the needs of the Association and determine appropriate action for funding.
 - Determine effectiveness of programs and services and identify how they can be improved.
 - Establish a strategic plan for the organization.

- Approve an annual budget with the support of the Executive Finance Committee Executive and board of directors
- Account for all financial resources in collaboration with the Treasurer and Executive Finance Committee.
- Determine and review policies and procedures.
- Accounting and bookkeeping, cash receipts and reporting of financial records need to be reviewed and monitored in collaboration with the Treasurer and Finance Committee, as well as the external Auditors appointed at the annual meeting.
- Review of monthly and/or quarterly financial statements by the Finance Committee with variances reported to the Board for acceptance and/or approval. The Treasurer explains any variances to the Board.

Basic Duties of Every Member of the Board:

- Commit/define hours of time per month working on the business of the Board of Directors.
- Attend at least 75% of Board Meetings
- Serve on Committees and Task Forces as required.
- Be prepared for Board Meetings in discussions and decision making.
- Identify and abstain from voting in any situation of conflict of interest
- Transparency about where you represent CAHN and report back

President

Two-year term of office.

Key Accountabilities:

- Oversee smooth operation of the Association;
- Provides support and direction, and problem solving to the Board of Directors and Executive Committee;
- Act as principal liaison with Board of Directors and Executive Committee;
- Act as principal contract negotiator unless otherwise delegated;
- Act as principal liaison with outside organizations unless otherwise delegated;
- Work with secretariat/administrative consultant to create agenda and meeting package for board meetings (4-5/year) and executive meetings (2-3/year);
- Chair Board meetings (teleconference) and Executive meetings (in person);
- Review and approve all member communication e-blasts, including bimonthly newsletter;
- Represent CAHN with the Canadian Association of the Study of the Liver (CASL);
- Fundraise in collaboration with the Executive Committee;
- Reports association's activities to the general membership at the AGM;
- Serve one additional year in the role of Past President

Past President

One-year term of office (immediately following their term as President)

Key Accountabilities:

- Mentor and provide historic /contextual information about their time as President;
- Provide guidance regarding the Roberts Rules during AGM.

Vice President

Two-year term of office.

Key Accountabilities

- Works closely with the President to ensure the smooth operation and direction of the Association;
- Shares workload with the President;
- Acts on behalf of the President in her absence.

Treasurer

Two-year term of office.

Key Accountabilities:

- Oversees the fiscal and securities of the Association by working with the auditor to ensure full and accurate financial accounting;
- Prepares budgets;
- Approves expenditures and monitors expenditures against the budget;
- Oversees and advises on investments;
- Reports to the President.

Secretary

Two-year term of office.

Key Accountabilities:

- Be knowledgeable of the organization's records and related materials;
- Be the Regional Events Chair;
- Providing advice and resources to the board on topics such as governance issues, support Board of Directors to work within the framework of the by-laws.

National Conference Co-Chair

Two-year term of office.

Key Accountabilities:

- To work with the Canadian Liver Meeting (CLM) Planning Committee and develop an integrative agenda including topics and potential speakers on behalf of CAHN;
- To participate in the CLM planning committee activities e.g. monthly teleconference calls, in the development of an integrative program;
- To bring topics and potential speakers to the CAHN executive for ideas and suggestions;
- To discuss and bring forward new education initiatives or special conferences/symposiums to the BOD, and if appropriate be a member of a planning subcommittee for such events;
- To report back to CAHN BOD for any financial related decisions and issues related to conference planning.

Regional Events Chair

Two-year term of office to be served by the Secretary.

Key Accountabilities:

- To plan two Regional Educational Events each year. This may involve planning with another organization to create an integrated event
- To bring topics and potential speakers to the CAHN executive for ideas and suggestions;
- To discuss and bring forward new education initiatives or special conferences/symposiums to the BOD, and if appropriate be a member of a planning subcommittee for such events;
- To report back to CAHN BOD for any financial related decisions and issues related to conference planning.

Education Chair

Two-year term of office.

Key Accountabilities:

- Initiates and oversees educational programs and activities of the Association to meet the Associations objectives;
- Reports to the Board of Directors.

Membership Chair

Two-year term of office.

Key Accountabilities:

- Initiates and oversees activities for membership growth and retention;
- Acts as liaison between general membership and the executive team;
- Be the Communications Chair
- Reports to the Board of Directors.

Communications Chair

Two-year term of office to be served by the Membership Chair

- Reviews and provided edits to the bi-monthly newsletter
- Posts relevant content on CAHN's Facebook and Twitter accounts
- Periodically reviews the CAHN website to ensure content is current and accurate.

Standards and Competencies Chair

Two-year term of office.

Key Accountabilities:

- Initiates and oversees activities for ensuring up-to-date and accurate documentation of Hepatology Standards and individual competencies.
- Reports to the Board of Directors.

Special Projects Chair

Two-year term of office.

Key Accountabilities:

- Initiates and oversees activities for Special Projects approved by the Board of Directors;
- Reports to the Board of Directors.