

CPCNA Role Description: President-Elect

Position type: Volunteer Board Position

Term: 2-year term; followed by 2-year term as President and 1-2-year term as Past-President

Purpose:

The President-Elect serves and is accountable to the board of directors of the Association and serves on the Executive Committee. The President-Elect works with the President to ensure the work of the Association is completed as per the CPCNA By-Laws, the CRA Not-for Profit Act and perpetual calendar.

Authority:

The President-Elect has no formal authority to direct the board or the affairs of the Association, unless otherwise authorized. Like other board members, the President-Elect is entitled to make motions and vote on matters before the Association.

The President-Elect may not, on behalf of the Association enter into contracts without the knowledge and approval of the board and/or the Executive Committee of the board.

Time Commitment:

10 hours per month including preparing for and attending monthly board meetings.

Primary Duties:

- Learns the working of the board intricately to prepare for the role of President.
- Serves as chair of Governance Committee for policy development
- Develops an understanding of the By-Laws and provides direction to board to maintain By-Laws.
- Leads board meetings when President unavailable
- Collaborates with stakeholders as needed.
- Supports work to prepare for annual meeting, as directed in By-Laws
- Support Canada Revenue Association reporting requirements in collaboration with CPCNA Executive

Qualifications:

The President-Elect must have, in addition to the qualifications stated in the CPCNA bylaws:

- Current membership in the CPCNA as a full member in good standing
- A commitment to, and a clear understanding of the mission of the organization
- Sufficient time to devote to his/her primary duties
- Be prepared to serve a full 5-6 years on executive.

Removal of President-Elect:

The Members may, by Ordinary Resolution, passed at a meeting of Members, remove any Director from office before the expiration of the Director's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Director so removed, failing which such vacancy may be filled by the Board.

To whom does the policy apply:

Though specific to the President-elect role, understanding of the policy applies to all directors.

Responsibilities:

The Board is responsible for the implementation and review of this role description.