

SCTA EXECUTIVE JOB DESCRIPTIONS

President

- shall be the Chief Executive Officer of the Association
- shall preside at all meetings of the Association and the Executive Council
- be responsible for the general and active management of the business and the affairs of the Association
- enforce all laws and regulations relating to the administration of the Association
- ensure that all orders and resolutions of the Executive Council are carried into effect
- shall inform the Vice President to attend any such meetings that he/she cannot attend
- perform other specific duties as determined by the Executive Council
- must have a thorough knowledge of the Constitution and Bylaws of the Association and the Canadian Society of Cardiology Technologists
- shall have a vote, only in the event of a tie vote shall the President have a second or casting vote

Vice President

- in the absence or disability of the President, perform the duties and exercise the powers of the President
- perform such other duties as shall from time to time be imposed upon him/her by the Executive Council

Director

- must be a Member in good standing

in the absence or inability of the President and Vice-President, the Provincial Director shall perform the duties and exercise the powers of the President and such other duties as may be granted by the Executive Council

- be the Provincial liaison to the CSCT

must represent the CSCT, in the best interest of all Members, at any meetings of the National Board and Provincial Board

- submit written reports to and from all national meetings

Treasurer

- shall have custody of the Association's funds and securities
- keep full and accurate accounts of receipts and disbursements in books belonging to the Association
- deposit all money and other valuable effects in the name and to the credit of the Association and in such depositories, as may be designated by the Executive Council
- disburse the funds of the Association as may be ordered by the Executive Council taking proper vouchers for such disbursements
- render to the Executive Council at each regular meeting of the Executive Council or whenever they may require it, an account of his/her transactions as Treasurer and the financial position of the Association
- present at each Annual, General and/or Special meeting of the Membership a full financial statement as well as projected expenses the Association expect to incur

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- have the Association's account(s) must be audited or/reviewed every year to two year to that fiscal year's end at the discretion of the Executive Council
- have the Association's account(s) must be audited or/reviewed reviewed prior to transfer of offices
- the audit or/review shall be done by 2 Registered Members in good standing of the Association. The members shall be appointed at the AGM each year.

NOTE: Withdrawal of monies shall be by cheque and shall be signed by the Treasurer and President.

shall adhere to the CSCT policies regarding payment of per capita fees for the Members of the Association report to the Executive Council upon request

Registrar

- keep an electronic and backup hard copy Registry spreadsheet of all Members
- shall hold custody of the Association Seal
- assign a registration number to each new Member

keep full and accurate records of all Members including members that are not in good standing and/or in arrears

- distribute Membership cards affixed with the official stamp of the Association
- distribute official receipts for Membership dues to each individual Member
- distribute notices for payment of Provincial and Federal dues where applicable to each Member. Notices shall be sent by e-mail

demand for dues will be made in November; if payment has not been received by March 1 of each year a third and final official notice will be sent to the Member

Provincial Education Coordinator

- must be a Member in good standing
- must be actively engaged in the field of Cardiac testing
- coordinate the Association's educational sessions
- oversee examinations of the Association where necessary
- administer the educational requirements imposed on the Association by the CSCT

Secretary

attend all meetings of the executive council and all meetings of the Members record all motions, votes and minutes of all proceedings in books kept for the Executive Council

- shall assure all minutes are approved and are duly signed and stored

shall insure the Membership and Executive Council are notified of their respective meetings with adequate notice

- shall perform such other duties as may be prescribed by the Executive Council or President

CEU coordinator

- shall receive and process the annual CEUs
- keep accurate documentation
- advise Members of their CEU standing each triennium