



Saskatchewan College of Psychologists

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COUNCIL POSITIONS FOR ELECTION IN 2019 Treasurer and Member-at-Large positions are for 2 year terms

Member-at-Large

Each member serving in a Council position is expected to regularly attend monthly and special meetings of the Council as jointly scheduled. Council members are expected to review materials provided for Council meetings prior to each meeting, and to be prepared to discuss issues, contribute and assist in Council decision-making and action processes. Council members may also be asked to serve on a committee as a Council representative. **The Psychologist Act (1997)** and **Administrative Bylaws** provide summaries of the responsibilities of specific offices, as well as indicates that members of Council may also have additional duties assigned to them by Council.

Treasurer

In addition to the general duties required of all Council members, the Treasurer:

- ❖ Assumes responsibility for overseeing the financial matters of the College, reporting these in a way that is meaningful and relevant.
- ❖ Consults as needed with the Executive Director with regard to the day-to-day financial management activities of the organization
- ❖ Receives and studies the regular financial statements prior to the Council meetings, preparing and reporting the relevant information to Council.
- ❖ Signs cheques and undertakes other responsibilities to do with banking and money management, presenting needed issues to Council for discussion and action.
- ❖ In coordination with the Executive Director prepares and presents to Council for their approval an annual budget which reflects the goals, and current priorities of the organization.
- ❖ Presents the annual financial report and budget at the Annual General Meeting.

President-Elect – 3 year term

In addition to the basic duties required of Council members, “the term of office for the President-Elect shall be 3 years. The first year is served as the President-Elect, the second year as President and a third year as Past-President. The President-Elect shall:

- a) in the absence of the president, perform the duties of the president;
- b) perform such duties as may be assigned by the council and the president; and
- c) succeed to the office of president.

President:

- ❖ Responsible to Chair all Council and SCP membership meetings.
- ❖ Responsible to act as the spokesperson of Council; responsible to represent the consensus of Council.
- ❖ Represents the Council to outside parties, e.g. Agencies, Associations, Government.
- ❖ Receives correspondence, transmit to suitable party or responds as needed in accordance with established policy and Council decisions.
- ❖ As necessary and in conjunction with Executive Director, coordinates Council actions relative to office and staffing needs, work assignments and Legal Counsel.
- ❖ Delegated signing authority for Council and SCP.
- ❖ Perform such duties as may be assigned by the Executive Council
- ❖ Succeed to the office of Past-President.

Duties when serving in the 3rd term year –

Past-President:

- ❖ Serve in a mentoring role to Executive Council.
- ❖ In the absence of the President and President-Elect serve in the role of the president.
- ❖ Perform such duties as may be assigned by the Executive Council and/or the president