



# Saskatchewan College of Psychologists

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## **SCP COUNCIL POSITIONS FOR ELECTION IN 2016**

**Secretary 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.

### **Secretary**

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

- ❖ Together with the President establishes the agendas for Council regular and special meetings as well as sessions of the general membership, e.g. AGM.
- ❖ Records or oversees the recording of minutes of all regular and special Council meetings in addition to the sessions of the general membership.
- ❖ Drafts "Highlights" of Council meetings for review, approval and posting on the SCP website to inform all members of issues before the College and actions taken.
- ❖ Maintains a current "Action" listing to enable Council to monitor the status of its work until items and tasks are duly completed by its members or Committee activity.
- ❖ Consults with the Office Staff on the record keeping, filing and storage of Council, College and Committee minutes and essential documents.
- ❖ Along with other Council members forms the Appeal Board of the College.
- ❖ Serves as one of the designated financial co-signing authorities for the College.

### **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 3<sup>rd</sup> 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