



## **CANSW President**

Reports To: CANSW Members

Term of Office: A two-year term with the possibility of an additional term (CANSW Constitution, Article V, Section III)

Duties and Responsibilities:

Call, open, preside over (i.e. act as chairperson) and adjourn all CANSW Executive and General Membership meetings of CANSW.

Call, open, preside over and adjourn the Annual General Meeting of CANSW, and to put to vote all questions that appropriately come before the assembled membership of CANSW.

Ensure that all CANSW meetings and CANSW business matters are expedited in an orderly and professional manner in accordance with the CANSW Constitution/By-Law, Policies and Procedure, and in a way that is compatible with the rights of all CANSW members.

Respond to all inquiries forthcoming from within and outside of the CANSW where these questions pertain to CANSW.

Authenticate by signing, on behalf of CANSW, any documents that pertain to CANSW.

Appoint any Committees (standing or ad hoc), except the Nominating Committee, which is appointed in accordance with the CANSW Constitution. The President of CANSW shall sit as ex-officio member of all Committees and shall receive copies of all CANSW correspondence and minutes.

Facilitate strategic planning for the CANSW.

Ensure that the Executive receives copies of all correspondence necessary for the functioning of the organization.

Attend CANSW Annual Conference and AGM.

Communicate issues of urgent concern to the Executive.

Solicit membership, abstract submissions, and encourage attendance and/or participation in the CANSW Annual Conference and AGM. This includes suggesting potential topics and activities to the Executive and Conference Planning Committee.

Solicit articles from the membership reflecting the happenings of the region for publicity purposes on listserve, website and/or other CANSW social media platforms, including possible publication, as appropriate, and for the CANSW 'Voice' when active.

Encourage and recommend nominations for CANSW Executive and Regional Representative vacancies to the CANSW Nominating Committee.

Encourage nominations for the annual Jane Dicks and Mary Lou Karley Mentorship Awards to the CANSW Executive.

Welcome new renal social workers and make ongoing efforts towards recruitment of potential CANSW members.

Submit expenses to CANSW Treasurer and represent CANSW at meetings, as required.

Orient new successor and transfer materials of office.