



CANSW Vice-President

Reports To: CANSW President

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

Duties and Responsibilities:

The Vice President is expected to attend CANSW Executive Meetings.

Assume the duties, responsibilities of the President of the CANSW if for any reason the President is absent or vacates his/her position.

Monitor progress and assist the President with Strategic Planning.

Assume responsibility for any other tasks assigned by the President and/or CANSW Executive Committee.

The Vice-President of CANSW shall sit as ex-officio member of all Committees and shall receive copies of all Association correspondence and minutes.

Attend CANSW Annual Conference and AGM.

Prepare and present a report from the Vice President to the membership at the AGM recounting the past year's accomplishments.

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' blog.

Issue a quarterly "Report from the Executive" to the CANSW membership, which may include news about current happenings, announcements about upcoming educational opportunities, and a current list of the CANSW Executive team members.

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, at the request of President/Executive.

Orient new successor and transfer materials of office.