



## COFAS Job Descriptions:

### President

#### From the COFAS Bylaws:

#### **2. Executive Officers**

2.1 *The Officers of the Organization shall be the President, Vice-President, Secretary, Treasurer, Past President, current year Conference Site Co-ordinator, current year Conference Agenda Co-ordinator, and one Member-at-Large representing each of the three regions (East, West, and Central) who together shall constitute the Executive.*

#### **3. Duties of Officers**

3.1 *The President shall preside over all meetings of the Organization and the Executive, conduct the business affairs of the Organization as appropriate, and shall be the official representative of the Organization.*

#### The President shall:

- perform the duties as outlined in the Bylaws;
- attend all Executive and membership meetings scheduled for the year, including the annual general meeting;
- be familiar with COFAS Constitution and By-laws;
- be familiar with duties of other COFAS Officers;
- call Executive meetings as required;
  - make meeting arrangements (e.g., at CAUT Council, virtual meetings);
  - set agenda;
  - chair meeting;
  - follow up on action items;
- ensure that other officers are able to perform their duties, offer assistance and advice if necessary;
- work in conjunction with the Executive team to develop and distribute the COFAS Business agenda for the annual meeting and preside over that meeting;
- oversee the call to fill, on an interim basis, positions that may become vacant on Executive between annual membership meetings;
- review and sign agreements with Conference vendors (e.g., hotel);
- send correspondence on behalf of COFAS (e.g., donation request letters, updates to members); and
- follow up on action items (e.g., motions, ad hoc committees) post-COFAS Conference.