



# Nova Scotia Chapter

## Canadian Society of Safety Engineering

### Chapter Executive Officers – Roles and Responsibilities

1. Chapter Chair
  - Supervise the affairs, work, activities and operations of the Chapter
  - Preside at meetings of the Chapter, and at meetings of the Chapter Executive Committee
  - Represent the Chapter as required and appropriate – i.e. at meetings of Atlantic Chairs as coordinated by the Atlantic Regional Vice President
  - Perform such other duties as from time to time are prescribed by the Chapter Executive Committee or incident to the office of Chair
2. Chapter Vice Chair
  - In the absence of the Chair, exercise the duties and powers of Chapter Chair
  - Oversee the operation of any Chapter Sub-Committees
  - Serve as recording secretary for Chapter Executive Committee meetings
  - Perform such other duties as from time to time are prescribed by the Chapter Executive Committee or incident to the office of Vice Chair
3. Chapter Treasurer
  - In the absence of the Chair or Vice Chair, exercise the duties and powers of Chapter Chair or Vice Chair
  - Cause to be collected all funds payable to the Chapter and oversee all disbursements as directed by the Chapter Executive Committee
  - Maintain accurate records of Chapter financial accounts – bank statements, etc.
  - Arrange to have Chapter bank account signing authorities updated as necessary (i.e. change of officers)
  - Coordinate the Chapter audit, monitor inventory levels (i.e. speaker gifts) and procedures
4. Chapter Secretary
  - Serve as recording secretary for Chapter member meetings
  - Provide Chapter meeting minutes to Communications Coordinator for posting to website
  - Cause to be undertaken periodic reviews of the Chapter by-laws to ensure same are consistent with the contemporary needs of the Chapter
  - Act as custodian of the documents of the Chapter
5. Chapter Director
  - Activities as from time to time are prescribed by the Chapter Executive Committee – i.e. Chair any sub-committees, assist with Chapter initiatives
6. Immediate Past Chair (Ex-Officio – non-elected)
  - Oversee the nomination and election process for Chapter Executive Officers