



**POSITION: President**

**ROLE:**

The President is the Chair of the Chapter Executive Committee, provides overall direction and leadership to the chapter in all its activities, and represents the chapter within the community and serves as a trustee within the governing structure of Cystic Fibrosis Canada.

**RESPONSIBILITIES:**

- Prepares the agenda for, convenes, and presides at chapter meetings and executive committee meetings;
- Maintains communications with Cystic Fibrosis Canada’s Board of Directors through the Regional Director;
- Ensures that the policies of Cystic Fibrosis Canada are consistently observed by the chapter;
- Represents the chapter at Cystic Fibrosis Canada’s Annual General Meeting;
- Conducts on-going chapter employee performance reviews.

\*\*\*\*\*

**POSITION: Treasurer**

**ROLE:**

The Treasurer is responsible for maintaining accurate records of all the chapter’s financial transactions in accordance with Cystic Fibrosis Canada’s financial policies and accounting procedures. The Treasurer is a member of the chapter board.

**RESPONSIBILITIES:**

- Holds custody of all funds received by the chapter;
- Holds custody of income tax receipts, and ensuring that receipts are issued in strict accordance with Cystic Fibrosis Canada’s guidelines;
- Maintains complete records of all receipts and expenditures;
- Prepares quarterly statement reports, and providing other financial information requested or required by Cystic Fibrosis Canada’s Director, Finance & Accounting (must be completed in a timely manner/deadline);
- Monitors chapter expenditures in relation to the chapter’s budget;
- Acts as the signing officer, with another officer of the chapter board for cheques and other documents;
- Prepares the chapter’s annual budget, in consultation with the chapter board;
- Handles all chapter finances in a timely manner to avoid additional costs or undue charges to the chapter;
- Reports on the financial state of the chapter to the chapter board.

\*\*\*\*\*

**POSITION: Vice-President, Fundraising**

**ROLE:**

The Vice-President, Fundraising is responsible for enhancing the chapter’s existing portfolio of fundraising events and activities. The Vice-President will seek new opportunities for growth and chapter development. The Vice-President sits on the chapter board.

**RESPONSIBILITIES:**

- Reports on event status and new fundraising initiatives to the chapter board;
- Chairs the Fundraising Committee;
- Proposes, plans and coordinates chapter fundraising activities;
- Ensures that fundraisers meet quantitative & qualitative criteria;
- Completes/reviews Marketing Plan for new fundraisers;
- Recruits local companies for sponsorship opportunities.

\*\*\*\*\*

**POSITION: Vice-President, Publicity and Promotion**

**ROLE:**

The Vice-President, Publicity and Promotion is responsible for enhancing the chapter’s efforts to educate the public and raise awareness of CF, the work of Cystic Fibrosis Canada and chapter activities. The Vice-President sits on the chapter board and is the chapter’s primary contact with the media.

**RESPONSIBILITIES:**

- Reports on P&P activities to the chapter board;
- Chairs Publicity and Promotion Committee;
- Updates media contact list and chapter speaker’s list;
- Conducts media relations including: writing/distributing news releases, arranging for interviews;
- Coordinates with Vice-President, Fundraising or Fundraising sub-committee chairs to promote all chapter events;
- Maintains portfolio of media clippings;
- Arranges photography for chapter events;
- Produces chapter newsletter;
- Manages inventory of promotional and display materials.

\*\*\*\*\*

**POSITION: Secretary**

**ROLE:**

The Secretary ensures that the chapter’s correspondence is maintained in proper order, and records and distributes chapter meeting minutes. The Secretary is a member of the chapter board.

**RESPONSIBILITIES:**

- Maintains an accurate record of chapter meetings, including minutes and attendance, and distributes such materials to members;
- Maintains a current list of chapter members, and sub-committee members;

- Provides President with a list of pending business prior to each chapter meeting;
- Assumes responsibility for correspondence within chapter membership.

\*\*\*\*\*

**POSITION: Risk Management Officer**

**ROLE:**

The Risk Manager Officer is responsible for ensuring that the chapter complies with Cystic Fibrosis Canada’s Risk Management Policy and for ensuring that proper risk procedures are taken for all chapter functions.

**RESPONSIBILITIES:**

- Acts as a resource person for the new President;
- Serves as the primary contact with Cystic Fibrosis Canada’s office;
- Ensures event control checklists are completed for all new chapter events;
- Ensures that waiver & indemnity forms are completed for high risk events;
- Ensures contracts are sent to Cystic Fibrosis Canada’s office for signing;
- Ensures that proof of liquor liability coverage is obtained for any event serving alcohol;
- Requests proof of insurance and/or additional insured certificates, as required;
- Assesses overall safety and risk factors associated with chapter events;
- Recommends risk controls to reduce risk associated with chapter events;
- Completes and submits an incident report in the event of any accident, injury or property damage;
- Sends all documentation completed by event organizers to Cystic Fibrosis Canada’s office.

\*\*\*\*\*

**POSITION: Adult CF Liaison**

**ROLE:**

The Adult CF Liaison is an adult with CF (a person at least 18 years of age) who serves as a liaison between the Chapter and the Adult CF Committee.

**RESPONSIBILITIES:**

- Act as a resource person for the chapter and/or help to educate the chapter and general public on current issues affecting individuals with CF.
- Responsible to advocate on the part of adults with CF to the chapter.
- Make contact with adults with CF in chapter area through such means as e-mail, telephone, and in-person attendance at clinics and events.
- Communicate to adults with CF what the chapter is doing and how chapter activities impact on persons with CF (postings at CF clinics, contributions to chapter newsletter, and contributions to *Circle of Friends*).
- Work with Adult CF Committee Regional and Vice-Regional Representatives on concerns of adults with CF in their area and report on Adult CF Committee activities to the chapter (information obtained through Regional Representatives).
- Participate in teleconference calls with the ACFC Regional and Vice-Regional Representatives for their area as necessary.

\*\*\*\*\*

**POSITION: Privacy Officer**

**ROLE:**

The Privacy Officer is responsible for ensures that the chapter complies with Cystic Fibrosis Canada’s Privacy Policy. Ensures that privacy implementation guidelines are followed

**RESPONSIBILITIES:**

- Reports on any privacy issues
- Ensures documentation / consent and release forms are completed
- Responds to general public complaints/requests

\*\*\*\*\*

**POSITION: Member-At-Large**

**ROLE:**

A Member-At-Large is a member of the chapter board.

**RESPONSIBILITIES:**

- Maintains an accurate record of chapter meetings, including minutes and attendance, and distributes such materials to members;
- Maintains a current list of chapter members, and sub-committee members;
- Provides President with a list of pending business prior to each chapter meeting;
- Assumes responsibility for correspondence within chapter membership.