



BCTTNS PRESIDENT JOB DESCRIPTION

President

The President is chosen for her/his ability to preside and be familiar with how to develop and maintain a non-profit organization, and how to facilitate consensus building as a decision-making process, and must also be experienced in the practice of Therapeutic Touch and issues related to the practice.

The presiding officer:

- opens the meeting at the appointed time, having ascertained that there is a quorum present
- reviews and requests approval of the Agenda and the Minutes of the last meeting
- states recommendations for action(s) and announces a consensus decision
- acknowledges consensus that the meeting is finished
- will have at hand, at each meeting:
 - a) a copy of the Constitution and By Laws of the Society
 - b) a list of all standing committees and special work groups and their members.
 - c) the Agenda for the meeting and any material related to it.
- authenticates, by her/his signature, when necessary, any documents necessary to transact the business of the Network including the co-signing of cheques with the Treasurer.
- facilitates the development and evaluation of the annual Society work plan and completes the annual report.
- acts as a resource person for other board members, providing support as needed
- insures an accounting record is done annually to be presented at the Executive Council meeting immediately following the AGM.
- Acts as a resource person for other board members, providing support as needed.

Revised: March 2015