



Document	CSCC Council Roles & Responsibilities
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SECTION 2 EXECUTIVE & COUNCIL

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1. PRESIDENT

Duties of the President

1. Assume the presidency at the end of the Annual General Meeting.
2. Send copies of all correspondence pertaining to the affairs of the CSCC to the Head Office to maintain good communications, and to assure current and complete central files. Copies of correspondence should also be sent to the appropriate CSCC Executive for information.
3. Maintain liaison with affiliated bodies such as the SQBC, AACC, IFCC and IUPAC.
4. The signing authority of the President is as follows:
 - Sign all certificates pertaining to Awards prior to their presentation
 - Send commendation letters in recognition of officers or individual Members who have served the Society and are stepping down from their positions, after first contacting each Member to get the name of the appropriate person and permission to write.
 - All bank accounts and investments
5. Where the President considers the presence of an invited observer for an extra day at First or Third Meeting of Council, or at any part of Second (Winter) Meeting, would benefit the deliberations of Council, and recognizing the expenses involved, the invited observer's reimbursement shall be on the same basis as any other Member of Council.
6. Lead the Executive Committee and Council in the annual performance review of the business management of the Society.
7. See item 7 on IFCC for President's role for this body.

Timetable of Duties of the President

May - June (time of annual meeting)	<ul style="list-style-type: none">• Assume the presidency at the end of the Annual General Meeting.• Establish an agenda for the First Council Meeting which occurs the day following the Annual General Meeting, in conjunction with the Executive Director• Attend and chair the 1st Council Meeting.• Attend to all correspondence and other items arising at 1st Council (Spring/Summer) Meetings.• Review rough drafts of the 1st Council Meeting minutes prior to distribution from the Head Office.
Aug - Sep	<ul style="list-style-type: none">• Thank members of Council / Committee Chairs of committees which report directly to Council and who have stepped down• For Committees which report directly to Council, advise appropriate members of changes in committee membership or chairmanship, thank former appointees, and advise new appointees of their office and duties.• Send commendation letters in recognition of officers or individual Members who have served the Society and are stepping down from their positions, after first contacting each Member to get the name of the appropriate person and permission to write. The letters will be written after 3rd Council each year.
Oct - Nov	<ul style="list-style-type: none">• Send letters of invitation to the Presidents of the CAP and CAMB two months prior to the Second Council (Winter) Meeting if appropriate.
Fall	<ul style="list-style-type: none">• Attend the Fall Council Meeting of the CAMB if invited.
Jan - Feb	<ul style="list-style-type: none">• Establish an agenda for the 2nd Council (Winter) Meeting in conjunction with the Executive Director.• Attend and chair the 2nd Council (Winter) Meeting• Report to the Council meeting on behalf of the Executive Committee.• Attend to all correspondence and other items arising at 2nd Council (Spring/Summer) Meetings.

	<ul style="list-style-type: none"> Review the rough draft of the 2nd Council (Winter) Meeting minutes prior to distribution from the Head Office
Winter	<ul style="list-style-type: none"> Notify the winners of the CSCC Awards (Outstanding Contribution to Clinical Chemistry, Education Excellence Award, Research Excellence Award, and Innovation in Laboratory Medicine Award) of their awards. Notify the President-Elect and Chairman of the Awards Committee that they will introduce the winners (Research and Education, respectively) at the Annual Banquet Oversee the awards presentation agenda in conjunction with the Executive Director. Attend the Winter Board Meeting of the CACB when joint meetings are not held.
Mar	<ul style="list-style-type: none"> Send letters of invitation to the Presidents of the CAP and CAMB two months prior to the Third Council Meeting if appropriate.
May - Jun	<ul style="list-style-type: none"> Establish an agenda for the 3rd Council (Spring/Summer) Meeting and the Annual General Meeting in conjunction with the Executive Director. Attend and chair the 3rd Council (Spring/Summer) Meeting and the Annual General Meeting. Report to the Council meeting on behalf of the Executive Committee. Report to the Annual General Meeting on behalf of Council Attend the Editorial Board Meeting of Clinical Biochemistry. Present the CSCC Award for Outstanding Contribution to Clinical Chemistry at the banquet. Attend to all correspondence and other items arising at the Annual General Meeting and 3rd Council (Spring/Summer) Meeting. Review the rough draft of the 3rd Council (Spring/Summer) Meeting and the Annual General Meeting minutes prior to distribution from the Head Office.

2. PRESIDENT-ELECT

Duties of President-Elect

1. In the absence of or at the request of the President, the President-Elect shall assume the role of the President.
2. Strive to be fully informed of the affairs of the Society. through attendance at Council meetings, weekly President and Executive Director review meetings, and by email correspondence.
3. Respond to requests from Council to undertake specific duties on the Society's behalf.
4. Send copies of all correspondence to Head Office to maintain complete central files.
5. Serve as the Executive Committee liaison between the Nominating Committee and Professional Affairs Division in the case of disagreement.

Timetable of Duties of the President-Elect

May - June (time of annual meeting)	<ul style="list-style-type: none">• Assume the position of President-Elect at the end of the Annual General Meeting.• Attend 1st Council meeting• Attend to all correspondence assigned by Council after the 2nd Council (Winter) Meeting.• Review the rough drafts of the 1st Council Meeting minutes prior to distribution from the Head Office.
Jan - Feb	<ul style="list-style-type: none">• Attend the 2nd Council (Winter) Meeting• Attend to all correspondence assigned by Council after the the 2nd Council (Winter) Meeting.• Review the rough draft of the 2nd Council (Winter) Meeting minutes prior to distribution from the Head Office
May - Jun	<ul style="list-style-type: none">• Attend the 3rd Council (Spring/Summer) Meeting and the Annual General Meeting of the Society.• In the 2nd year, and at the request of the Chair, attend the Editorial Board Meeting of Clinical Biochemistry and the CACB Board Meeting.• Present the CSCC Award for Research Excellence at the Annual Meeting Banquet.• Attend to all correspondence assigned by Council after the 3rd Council (Spring/Summer) Meeting.• Review the rough draft of the 3rd Council (Spring/Summer) Meeting and the Annual General Meeting minutes prior to distribution from the Head Office

3. SECRETARY

Duties of Secretary

1. Ensure that an announcement appears in the CSCC News concerning the date and time of the Annual General Meeting, in conjunction with Head Office.
2. Ensure that Council reviews at least every 3 years the Terms of Reference for the Society which are provided in the CSCC Handbook.
3. Follow the Terms of Reference pertaining to admission to the Society, changes in Membership status, etc., as laid out in Section 7 - Head Office
4. Attend to all correspondence assigned by Council or the Executive Committee, and send copies to Head Office to maintain complete central files.
5. Ensure that Head Office maintains an up to date list of contact people along with the addresses of External Organizations relevant to the CSCC.
8. Act as corresponding representative of the CSCC to the IFCC. Responsible for keeping the Executive and Council informed of IFCC correspondence throughout the year. See item 7 on IFCC for Secretary's role for this body.

Membership

6. Ensure that fee invoices and suspension/deletion notices of unpaid memberships are issued through the Head Office.
7. Ensure that an active, current membership list is maintained by the Head Office and is updated on the website.
8. Responsible for reviewing and updating the membership application and renewal forms on a regular basis.
9. Ensure that new Members or applicants for a change of status are informed of their acceptance/non-acceptance by the Executive/Council, through Head Office.
10. Advise Head Office to delete from the Active Membership Register of the names and/or other data of those Members who are in arrears, Lost Trail for six months, or deceased.
11. The Secretary may also propose additions or deletions in the specific items of data collected via the annual fee invoice or other surveys sent out by Head Office to all members.

Timetable of Duties of the Secretary

May - June (time of annual meeting)	<ul style="list-style-type: none">• Assume the position of Secretary at the end of the Annual General Meeting.• Attend to all correspondence assigned by Council after the 1st Council (Summer) Meeting.• Review the rough drafts of the 1st Council Meeting minutes prior to distribution from the Head Office.
Jan - Feb	<ul style="list-style-type: none">• Attend the 2nd Council (Winter) Meeting• Attend to all correspondence assigned by Council after the the 2nd Council (Winter) Meeting.• Review the rough draft of the 2nd Council (Winter) Meeting minutes prior to distribution from the Head Office• Ensure that an announcement appears in the CSCC News concerning the date and time of the Annual General Meeting.
May - Jun	<ul style="list-style-type: none">• Attend the 3rd Council (Spring/Summer) Meeting and the Annual General Meeting of the Society.• Review the rough draft of the 3rd Council (Spring/Summer) Meeting and the Annual General Meeting minutes prior to distribution from the Head Office• Attend to all correspondence assigned by Council after the 3rd Council (Spring/Summer) Meeting.

4. TREASURER

Duties of Treasurer

The Treasurer oversees the financial operations of the Society. Head Office provides the bookkeeping services and works directly with the Treasurer to manage the finances. The Executive Director oversees the bookkeeping function performed by Head Office staff.

Treasurer	Head Office: Executive Director and Bookkeepers
Obtain signatory authorization for bank accounts and investments for duration of term of office.	Executive Director is additional ongoing authorized signatory on bank accounts and investments for continuity.
Annually review the updating/maintenance of the bookkeeping program.	Provide bookkeeping program; maintain license and update as required to be compliant with accepted accounting principles.
Annually review the chart of accounts with the bookkeeper to make changes as required for new or expired accounts.	Set up the accounts in the books to properly record all transactions and allocate revenues and expenditures to Divisions/Committees as required.
Review all expense documents and approve for payment.	Accurately and promptly record all revenue and expenditures.
Ensure proper budget controls.	Review expense accounts in relation to budget and alert Treasurer when a budgetary overrun is anticipated.
Administer long- and short-term investments after consultation with the Investment Advisory Committee.	Record investment activity in the books based on statements received. Follow-up on statements not received.
Ensure that auditors are appointed at each Annual General Meeting.	Ensure the appointment of the Auditor is included as a motion at each Annual General Meeting.
Present a Treasurer's Report for each Council meeting, including a draft auditor's report and a proposed budget to the Second Meeting of Council.	Assist the Treasurer to prepare the Treasurer's Report as required.
Present a CACB Treasurer's Report for each CACB Board meeting, including a proposed budget to the Second Meeting of the Board.	Assist the Treasurer to prepare the Treasurer's Report as required.
Present a Treasurer's Report, the audited financial statement and any proposed changes in fee structure to the CSCC and CACB Annual General Meetings.	Work with the auditor to prepare the annual audited statement.
Attend all Council, Executive, CACB Board, and Annual General Meetings.	Executive Director to attend all Council, Executive, CACB Board, and Annual General Meetings.
Serve as a resource for any Division or Committee that requires advice on financial matters of the Society.	Support the Treasurer to provide financial documentation as required.
Send copies of all correspondence to Head Office to maintain complete central files.	Send copies of all correspondence on financial matters to Treasurer for their records.
Receive all requests for funding which was not included in the yearly budget at least 2 months prior to the Second Council meeting for	Remind Division Heads for budget allocations to all Committees, Task Forces, SIGs, and Working Groups at least 3 months prior to the Second

assessment prior to discussion at Council.	Council meeting to provide to the Treasurer for Council discussion.
Act as Managing Editor of <i>Clinical Biochemistry</i> .	Provide annual financial reports from <i>Clinical Biochemistry</i> to the Treasurer; record the financial transactions for the journal in the books as required.
Be responsible for the submission to the Newsletter Editor of the budget approved by Second Meeting of Council for the current fiscal year, in order that all Members have it at least 30 days prior to the Annual General Meeting.	Work with the Treasurer to prepare the budget in the required format for Newsletter publication.
Be an <i>ex officio</i> member of the Conference Organizing Committee	Work with the Treasurer to review the financials of the conference on an ongoing basis.
Ensure GST and QST returns are filed as required.	File the GST and QST returns on schedule and provide confirmation of filing to the Treasurer.

Timetable of Duties of the Treasurer

Month	Duties
January	<ul style="list-style-type: none"> • Draft a proposed budget estimates for coming year for approval at Winter Council Meeting. • Tabulate any requests for funding arising from the budget discussion at second Council. • Prepare Treasurer's Report for Winter Council Meeting. • Remind Head Office to invoice companies for sponsorship of CSCC awards and other Society activities for the upcoming year.
March	<ul style="list-style-type: none"> • Advise Head Office to contact Elsevier regarding year-end financial statement for Journal as well as request any payment owing to the Society. • Oversee with Head Office to distribute Provincial Society fees collected for the prior year to their Treasurers.
April	<ul style="list-style-type: none"> • Oversee the annual audit in conjunction with Head Office. • Obtain preliminary audited statement of previous year's revenue/expenses for presentation at Winter Council Meeting.
May	<ul style="list-style-type: none"> • Ensure that Head Office posts the audited statements on the website so that they are available to members prior to the AGM. • Prepare Treasurer's report for AGM.
September	<ul style="list-style-type: none"> • Review the draft financial report for the current year annual meeting. • Review the preliminary budget for the next annual meeting.
October	<ul style="list-style-type: none"> • Advise Division Heads to send out budget requests to each Committees, Task Forces, SIGs, and Working Groups for preparation of next year's budget.
November	<ul style="list-style-type: none"> • Start drafting budget for next year.

4.1 INVESTMENT ADVISORY COMMITTEE

1. Terms of Reference

- 1.1 Membership:** Treasurer, CSCC
Past Treasurer, CSCC
President, CSCC
Executive Director or designate

1.2 General Objective:

To provide guidelines for the investment of CSCC Funds.

1.3 Specific Objectives:

1. To monitor CSCC investments on an ongoing basis to ensure that maximal returns are being obtained.
2. To make recommendations on the type of investments in which CSCC funds could be placed.

1.4 Frequency of Meetings:

No formal meetings will be scheduled. Matters pertaining to the Committee will be handled over the telephone, email or other electronic means (i.e. video conference).

2. Guidelines for Investment of CSCC Funds

Investments are managed by the portfolio manager at TD Waterhouse.

4.2 RESOLUTION JUSTIFYING CASH RESERVES

Whereas, the profession of Clinical Chemistry, as with most other healthcare professions, is experiencing sever cutbacks. Increasing membership fees in these economic times is not viewed as a viable option. The Society relies on a surplus of funds from generated from the Annual Conference. This surplus is highly variable, depending on site, economic times and joint ventures with other Societies. The surplus may vary by as much at \$50,000 from year to year. Two (2) consecutive low or not profit years could substantially deplete any reserves and threaten financial survival of the Society;

Whereas, the Society's flagship scientific publication, Clinical Biochemistry, is maintained primarily through membership fees. The Journal may experience extraordinary expenses from time to time and require cash infusions;

Whereas, the Society requires financial flexibility in order to respond to major projects of Provincial Sections (via loans) without jeopardizing the financial stability of the Society;

and Whereas, the society requires financial freedom to support major endeavours which Council deems necessary to further the profession of Clinical Chemistry. Examples of these could include healthcare legislation and national and international promotion of our Society through representation at relevant meetings or on appropriate committees,

Resolved, That the treasury of the Canadian Society of Clinical Chemists be managed in an effort such that a three (3) year operating expense reserve be maintained.

5. COUNCIL

Duties of Councillors

1. Respond to requests from Council to undertake specific duties on the Society's behalf.
2. Participate actively in one of the Divisions of the Society.
3. Attend all Council and Annual General Meetings.
4. Send copies of all correspondence to Head Office to maintain complete central files.
5. Endeavor to write 1 article in the CSCC News or post on Twitter or Facebook to promote the activities of Council.

Timetable of Duties of Councillors

May - June (time of annual meeting)	<ul style="list-style-type: none">• Attend to any responsibilities assigned by Council after the 1st Council Meeting.
Jan - Feb	<ul style="list-style-type: none">• Attend the 2nd Council Meeting (Winter).• Attend to any responsibilities assigned by Council after the 2nd Council Meeting (Winter).
May - June (time of annual meeting)	<ul style="list-style-type: none">• Attend the 3rd Council Meeting (Spring/Summer) and the Annual General Meeting of the Society.• Attend to any responsibilities assigned by Council after the 3rd Council Meeting (Spring/Summer).

5.2 PROVINCIAL SECTIONS

Province	Fiscal Year	Annual Meeting
British Columbia SCC	October 1 - September 30	Fall
Alberta SCC	March 1 - February 28	May
Saskatchewan SCC	October 1 - September 30	October
Manitoba SCC	October 1 - September 30	June
Ontario SCC	October 1 - September 30	November
New Brunswick SCC	April 1 - March 31	April
Nova Scotia SCC	May 1 - April 30	May

Members of the Provincial Societies are members of the CSCC and as such are entitled to use the resources of the CSCC. A section of the website and long-term storage of documents and information is available to all provincial sections.

6. COMMITTEES REPORTING TO COUNCIL

6.1 Subcommittee on By-Law Revisions

Changes in By-Laws:

1. Council, acting as a Committee of the whole, shall receive proposals for changes in writing and shall approve/reject their referral to the Executive or to an Ad Hoc Sub-Committee for study, according to Article 13 of the By-Laws.
2. When appointing an Ad Hoc Sub-Committee, Council shall ensure that deadlines relating to dates of Council and Annual General Meetings are clearly stated.
3. Upon approval of the draft of proposed changes by Council, the Secretary shall ensure that this is translated into French, and distributed to the Membership at least 30 days prior to the Annual General Meeting at which discussion will take place.
4. When the original proposal has originated with one or more Society Members not sitting on Council, the Secretary shall specifically write to the Member(s) urging them to attend the AGM to speak to the requested change.

When changes have been passed according to Article 13 and accepted by the Ministry of Consumer and Corporate Affairs, Council shall disband the Ad Hoc Sub-Committee.

6.2 Committee on Nominations and Awards - Terms of Reference

Purpose

The Committee shall prepare a slate of candidates to fill positions on Council which will be vacant as of the next Annual General meeting. If there is more than one candidate for a given position, the Committee will conduct an election. The President-Elect may be a member of this Committee.

Appointment of Committee by Council

1. At its First Meeting, Council shall appoint the Committee on Nominations:
 - a Chair, usually but not necessarily the immediate Past President
 - two Full Members, usually Past Presidents, whose knowledge and awareness of the membership is current

View the Nominations and Awards Handbook Section 7 for complete details and Terms of Reference.

7. International Federation of Clinical Chemistry (IFCC)

Structure

1. The IFCC is a federation of approximately 95 national societies of clinical chemistry. Each society elects a National Representative. In addition to the National Representative, societies can participate in IFCC activities at the Executive level, Committee level and Expert Panel level.
2. The IFCC publishes information on their website through which Members are kept up to date on the activities of the IFCC.
3. Most IFCC work is carried out by Committees of IFCC. CSCC Members are invited to apply for positions on the Committees.
4. IFCC sponsors international meetings throughout the world, with the main meeting being the IFCC WorldLab congress which is held on a triennial basis.

Role of CSCC President

1. The CSCC President shall serve as the National Representative and is the CSCC voting member to the IFCC.
2. As funds permit, attend, or designate an appropriate representative to attend, the IFCC General Council meetings which are held every three years in conjunction with the International Congresses. Be the Society's voting member at these meetings as required. Submit a report of the meeting to Council. The meetings are held on the Sunday prior to the IFCC Triennial Congress from 1000 - 1700 h.
3. Vote on acceptance/rejection of new member countries to IFCC. These are usually referred to the CSCC Council for a decision prior to submitting the vote.
4. Vote on proposed IFCC By-Law changes. Such changes must be referred to Council for their decision prior to voting.

Role of CSCC Secretary

1. The CSCC Secretary shall serve as the Corresponding Representative, handle all IFCC correspondence, and serve as contact person for communication between IFCC and CSCC.
2. The National Representative is asked from time to time to comment on specific topics for which the IFCC wishes to receive an opinion from the member societies. As these requests usually require broad input from the Members of CSCC, the Secretary will deal with such requests and discuss the issues with the CSCC President to determine the most acceptable approach.
3. Nominate, with the approval of CSCC Executive Committee, Member representation on the various Committees of IFCC. Keep IFCC informed of any changes in these areas.
4. Receive invoice for IFCC dues. This is according to the number of active (and paid-up) Society Members. Forward the invoice to the CSCC Head Office for payment.
5. Recommend to President on acceptance/rejection of new member countries to IFCC. These are usually referred to the CSCC Council for a decision prior to submitting the vote.
6. Recommend to President on proposed IFCC By-Law changes. Such changes must be referred to Council for their decision prior to voting.
7. Receive notices of IFCC-sponsored international meetings and submit to CSCC Newsletter Editor, when applicable, for publication.
8. Receive notification of IFCC awards and submit to CSCC Newsletter Editor for publication.
9. Maintain an up-to-date list of CSCC Members that are involved on IFCC Committees or Working Groups, and report to Council once a year, in conjunction with the Professional Affairs Division.
10. Once a year, write an article for CSCC newsletter outlining IFCC activities and role of CSCC members in IFCC.
11. Submit reports/budget, as required, to Council.