



**Canadian Cardiovascular Society
(CCS) Member of the Board of
Directors (BOD)**

TREASURER AND SECRETARY OF THE BOARD

MISSION AND VISION

The CCS mission is to advance heart health for all. Our vision of success is strong heart teams in a heart-healthy Canada.

(For more information, please visit the CCS website at ccs.ca.)

POSITION

The combined role of Treasurer and Secretary on the CCS Board is a critical position responsible for overseeing the financial management and administrative functions of the Canadian Cardiovascular Society (CCS). This role ensures the integrity of the Society's financial operations and ensures accurate records of Board activities and decisions are maintained.

Key Responsibilities:

Financial Management (Treasurer Duties):

1. Financial Oversight:

- Serves as the Chair of the CCS Board Audit and Risk Management Committee.
- Provide regular financial reports to the Board, detailing the financial position of the Society.
- Ensure proper accounting records are maintained and in compliance with the Act.
- Ensure the safekeeping of securities and the disbursement of funds.

2. Budgeting and Planning:

- Ensure responsible development by Management and present the annual budget for Board approval.
- Monitor budget performance and recommend adjustments as necessary.

3. Financial Reporting:

- Prepare and present financial statements at Board meetings.
- Ensure timely submission of annual financial statements and other required documents to Members.

4. Audit and Compliance:

- Ensure Management fulfills Audit and Compliance obligations and coordinates with external auditors for the annual audit.
- Ensure compliance with all financial regulations and reporting requirements.

Administrative Management (Secretary Duties):

1. **Record Keeping:**
 - Attend and be the Secretary of all Board meetings.
 - Ensure records are captured and minutes are maintained by Management of all Board proceedings.
2. **Communication:**
 - Ensure issue of notices of meetings to Members, Directors, the public accountant, and committee members as instructed.
 - Serve as the oversight for custodianship of all books, papers, records, documents, and other instruments belonging to the Society.
3. **Governance Support:**
 - Ensure the preparation and distribution of meeting agendas and supporting materials by Management.
 - Ensure that all Board decisions and actions are documented and communicated appropriately.

Board terms/participation

Recruitment:

- The Treasurer and Secretary shall be nominated to the Board by the Governance Committee or appointed by the Board directly if required.
- Candidates must be Members of the Society in good standing and meet the qualifications set out in the CCS Bylaws.

Terms of Office:

- CCS Board Members will serve a two-year (2) term to be eligible for re-appointment for one (1) additional term. Board meetings will be held six (6) times per year.

Accountability

- The Treasurer and Secretary is accountable to the Board of Directors and the Members of the Society.
- They must ensure transparency and accuracy in financial reporting and administrative record-keeping.

Skills and Qualifications

- Strong financial acumen and experience in financial management, or willingness to develop these skills with support from CCS Management.
- Excellent organizational and administrative skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong communication and interpersonal skills.
- Experience in governance and compliance.

This role description outlines the key responsibilities, recruitment process, terms of office, and required skills for the combined role of CCS Board Treasurer and Secretary. It ensures that the individual in this position can effectively manage both financial and administrative functions, contributing to the overall success of the Society.

Qualifications

This is an extraordinary opportunity for individuals who are passionate about the CCS mission and who have a track record of board experience and leadership in the CCS Council.

Ideal candidates will have the following qualifications:

Member

- Attention to Detail – tasks are completed on time, without revision;
- Subject matter expertise – brings needed experience to the Society (balance this against other Board members);
- Willingness to serve – applies strong commitment to the Society and manages conflict of interest in both appearance and fact;
- Communication – oral, written undertaken with relevance;
- Networking – uses contacts to the benefit of the Society while expanding contacts;
- Professional stature – leverages his/her clinical knowledge and experience to advise and guide Society activities as well as to represent the Society in his/her undertakings.

Leadership / Committee Chair

- Coaching and mentoring – coaches/mentors without lecturing. Sees the need for, and helps to develop, other member competencies. Thrives on continuous learning and how to transfer that knowledge to others;
- Consensus building – develops his/her/their network and supports an environment of participative dialogue and compromise;
- Facilitation – openly facilitates problem resolution and helps to generate ideas and the open flow of information;
- Ability to influence – ability to command the attention of others for decision making;
- Strategic planning and Risk management – brings long-term focus to the Society's plans and goals and understands implications of risk identification, impact assessment and mitigation;
- Change management – understands the principles of change and how to set and manage expectations associated with change;
- Manages Constancy of Purpose – does what she/he/they say they will do and sees their commitments through to completion;
- Decision making – facilitates decision making;
- Business acumen – brings a clear sense of business principles and behaviours;
- Institutional knowledge - brings a deep understanding of the Society, its core business and processes, and its stakeholders.

President

- Executive and Board experience - understands and applies the principles of governance including how to scale experience to the size of the Society and how to coach Board members on their fiduciary responsibilities. Actively coaches and supports the Society CEO;
- Delegates effectively – sets clear expectations and delegates responsibilities to Committee Chairs and CCS Officers;
- Planning – plans Board agendas including the annual work plan for Board;

- Manages failure – understand and applies the techniques to respond to bad news and how to manage failure quickly.

Expense Support:

Travel expenses to Board meetings and CCS-sponsored events are covered according to CCS Travel Policy.