

Cobequid Eco-Trails Society (CE-TS) Position Requirements

14 Court Street, Suite 200, Box 492, Truro, Nova Scotia, B2N 3H7
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The officers of the Society shall be a Chairperson, a Vice-Chairperson, a Treasurer and a Secretary. The officers of Treasurer and Secretary may be combined.

The Chairperson shall:

1. sit for a term no longer than 3 years, and may not serve more than two consecutive terms.
2. volunteer her/his time as required.
3. be sympathetic to all viewpoints, be a team player and possess excellent communication skills.
4. have general supervision of the activities of the Society pursuant to the By-laws.
5. perform such duties as may be assigned to her/him by the members from time to time.
6. possess discretionary residual powers over matters that are not specifically governed by the By-laws.
7. be the primary spokesperson for the Society.
8. participate in his/her initial transition and prepare an adequate transition for his/her successor.
9. preside as Chairperson at meetings of the Society and General Meetings and be responsible for smooth and orderly conduct pursuant to Robert's Rules of Order.
10. have no vote as a director except in the case of an equality of votes. In the case of an equality of votes, s/he shall have a casting vote, or s/he may rule that the affirmative lacks a majority which is necessary to carry the motion, therefore the motion is lost. The Chairperson cannot be compelled to vote on the question.
11. approve the Agenda of all General, Annual, and Extraordinary Meetings.
12. in pursuance to Robert's Rules of Order, have any decision overruled by a simple majority vote of the Board.

The Vice-Chairperson shall:

1. sit for a term no longer than 3 years, and may not serve more than two consecutive terms.
2. volunteer her/his time as required.
3. be sympathetic to all viewpoints, be a team player and possess excellent communication skills.
4. perform such duties as may be assigned to her/him by the members from time to time.
5. have one vote on all decisions made by the Society.
6. participate in his/her initial transition and prepare an adequate transition for his/her successor.
7. perform the duties of the Chairperson during the absence, illness or incapacity of the Chairperson, or during such period the Chairperson may request her/him to do so.
8. preside as Chairperson at meetings of the Society in the absence of the Chairperson.

The Treasurer shall:

1. sit for a term no longer than 3 years, and may not serve more than two consecutive terms.
2. volunteer her/his time as required.
3. be sympathetic to all viewpoints, be a team player and possess excellent communication skills.

4. perform such duties as may be assigned to her/him by the members from time to time.
5. have one vote on all decisions made by the Society.
6. participate in his/her initial transition and prepare an adequate transition for his/her successor.
7. ensure that the finances are in order and handled in a responsible manner.
8. supervise all business transactions of the Society in accordance with the By-laws.
9. maintain the keeping of permanent and accurate records of all financial transactions of the Society and all groups and/or committees operating within the limitations of the Society.
10. inform the Society on all financial matters of concern.
11. arrange for custody and disbursement of CE-TS funds and hold the privilege to suspend budgets or account signing authority (except for the authority of the Chairperson) until a Society meeting to be held within seven (7) days of said suspension.
12. provide treasurers reports at meetings, or if absent from a meeting, find another director to deliver the report.
13. prepare and present an annual written financial statement to the General Directors. The report shall contain a balance sheet and operating account.
14. prepare additional financial statements as requested by the Officers.

The Secretary shall:

1. sit for a term no longer than 3 years, and may not serve more than two consecutive terms.
2. volunteer her/his time as required.
3. have knowledge of word processing and email platforms.
4. be sympathetic to all viewpoints, be a team player and possess excellent communication skills.
5. perform such duties as may be assigned to her/him by the members from time to time.
6. have one vote on all decisions made by the Society.
7. participate in his/her initial transition and prepare an adequate transition for his/her successor.
8. record, circulate and maintain custody of the minutes of General and Director meetings, and any meeting of CE-TS groups and/or committees as deemed appropriate, to appropriate parties in a timely fashion.
9. arrange for a replacement to record minutes in her/his absence.
10. actively administer the general CE-TS email account (admin@ce-ts.ca) and respond on behalf of CE-TS where appropriate in a timely fashion.
11. maintain a list of current members.
12. issue notices of meetings, general and Society correspondence and submission of legal documents.
13. assist the Chair and Board to develop meeting agendas.
14. maintain custody of the Society's By-laws and policy statements.
15. maintain custody of the seal of the Society, to be affixed to any document upon resolution of the Society Directors.
16. cause to be registered and complete associated documentation for new CE-TS Officers upon their election with the Nova Scotia Registry of Joint Stock Companies;
17. file the annual return, amendments to By-laws and documents to the Registry of Joint Stocks.
18. perform other administrative duties as deemed by the Directors.

The General Directors shall:

1. sit for a term no longer than 3 years, and may not serve more than two consecutive terms.
2. volunteer her/his time as required.
3. be sympathetic to all viewpoints, be a team player and possess excellent communication skills.
4. perform such duties as may be assigned to her/him by the members from time to time.
5. have one vote on all decisions made by the Society.
6. attend all duly called Society meetings.
7. monitor regularly any electronic correspondence or newsgroups that might be distributed or established by the Society, and appropriately respond in a timely manner.
8. CE-TS Directors may form committees, as necessary, to facilitate CE-TS activities and goals.