

Responsibilities specific to the **President**

By-laws Section

Meetings

The President is responsible for chairing meetings or designating another member of the Executive as chair: 14.04

- Annual General Meeting
- Board of Directors meetings
- Executive meetings
- special meetings

Reviewing all Minutes of Executive and Board meetings before they are presented for approval at the next meeting

Attending CTTIC general meetings (currently scheduled three times per year by teleconference and once per year in person)

Representing the Association

Acting as a representative of the Association or designating another person to do so 14.04

Liaising with other sister provincial organizations to streamline and coordinate processes and procedures

Speaking at ATIO functions, including

- International Translation Day
- Socials
- ATIO Christmas Dinner

Participating in industry initiatives, such as the

- Canadian Coalition for Community Interpreting Standards (semi-regular teleconference)
- ALLIA Translation Committee (teleconference on second Thursday of each month)

Administration of the Association

Assisting the Secretary with oversight of Secretariat staff, including hiring, performance reviews, contract renewals, etc.

Drafting, reviewing and signing official letters, reports, responses, memorandums and other documentation to go out under the President's name

Signing cheques, as required

Committees

Upon election, recommending the establishment of any committees to achieve 14.05

- the Association's overall objectives, and
- specific objectives that the President and Board have set

ATIO BOARD MEMBER JOB DESCRIPTION

March 9, 2015

Sitting as an *ex officio* and non-voting member of all committee to which he/she is not specifically appointed 14.04

Sitting on CTTIC committees as required

Designating the appropriate Board member to sit on other stakeholder committees.

Reporting

Submitting a report to the Annual General Meeting on the performance of his/her duties and the administration of the Association's affairs 14.04

Writing and presenting a report on ATIO's activities for CTTIC meetings

Writing a President's Report or other informational article for inclusion in each issue of the *InformATIO* newsletter

Other duties as Board member

Coordinating with all other Board members, as required

Engaging with members as required and referring members to the appropriate Director, as necessary

Taking a leadership role in addressing member concerns and complaints

Helping to organize events such as the Annual General Meeting, as required

Delegation

The President may delegate certain functions to the Vice-President 14.05

Actions/liaising on behalf of the Association should be based on prior direction or approval from the Executive or the Board