



CBS-SCB Board Positions and Role Responsibilities

Updated: June 30, 2020

President
President-Elect
Past President
Treasurer
Communications Officer
Student Undergraduate
Student Graduate
Deputy Communications Officer
Membership Officer
Conference Liaison Officer
Fundraising Officer
Partnerships and Community Officer
New Initiatives Officer
Diversity Officer
Social Media Officer
Administrator

Position	Responsibilities	Expectations of the Position
<p>President</p>	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the CBS annual conference • Chairs and participates in the Annual Business Meeting (ABM), unless delegated • Provides leadership for the strategic directions of the CBS • Manages operational plan and implementation for CBS and collaborates with other members of the CBS Board to prioritize strategic directions and operational goals • Oversees and coordinates, as necessary, the activities of the CBS Board and various supporting positions, working groups, committees and volunteers • Oversees CBS Board priorities as it relates to the ABM, unless delegated • Prepares draft teleconference/ meeting agendas in consultation with other members of the CBS Board • Chairs teleconference calls and CBS Board meetings unless delegated • Proofs CBS teleconference meeting minutes/enclosures/reports prior to circulation • Corresponds on behalf of the Society with members, collaborators, and in some cases funders and others, as needed • Composes the President's Letter (at least once per year) and oversees enclosures and attachments to the mailings to members • Prepares and presents the annual President's Report at the annual business meeting • May assist with the nomination process • This CBS Board member serves on sub-committees, as required • President has signing authority. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the ABM. • Regular contact with the Administrator and Past President or President Elect for the conducting of Society business occurs by telephone and email 10-20 times weekly with occasional meetings (when geography permits). • Preparation and follow-up for the CBS Board activities includes liaison with Administrator, President-Elect or Past President, other members of the CBS Board, partners and members; approximately 4-6 hours weekly, on average, with peak increases in certain times (e.g., prior to conference) • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the President • Other project engagement may require additional time commitments

<p>President Elect</p>	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the CBS annual conference • Participates in the ABM, as appropriate • Supports the President with input for strategic directions of the CBS • Provides assistance to President for the operational plan and implementation for the CBS • Supports the President in oversight and coordination as necessary related to the activities of the CBS Board and various positions, working groups, committees and volunteers • Reviews draft meeting/ teleconference agendas in consultation with other members of the CBS Board, if needed • May chair teleconferences and meetings, as delegated • This CBS Board member serves on other sub-committees, as required 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President for the conducting of Society occurs by telephone and email 5-10 times weekly with occasional meetings (when geography permits) • Preparation and follow-up for the CBS Board activities includes liaison with Administrator, President, other members of the CBS Board, partners and members; approximately 4-6 hours weekly, on average, with peak increases in certain times (e.g., prior to conference) • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the President-Elect • Other project engagement may require additional time commitments
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<p>Past President</p>	<ul style="list-style-type: none"> • Participates in all CBS Board Committee teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Supports the President with input for strategic directions of the CBS • Provides assistance to President for the operational plan and implementation for the CBS • Supports the President in oversight and coordination as necessary related to the activities of the CBS Board and various positions, working groups, committees and volunteers • Reviews draft meeting/ teleconference agendas in consultation with other members of the CBS Board, if needed • May chair teleconference calls and CBS Board meetings as delegated • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President for the conducting of Society business occurs by telephone and email 5-10 times weekly with occasional meetings (when geography permits). • Preparation and follow-up for the CBS Board activities includes liaison with Administrator, President, other members of the CBS Board, partners and members approximately 4-6 hours weekly, on average, with peak increases in certain times (e.g., prior to conference) • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the Past President • Other project engagement may require additional time commitments
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<p>Treasurer</p>	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Oversees the financial activities through reports from the Administrator, LOC and Conference Planner, if applicable and input from CBS Board members • Reviews annual financial reports prior to submitting for CBS Board approval • Reviews monthly financial statements and provides updates to the CBS Board • Signs CBS cheques as needed • Circulates a draft of the Treasurer's report for ABM a minimum of 2 weeks before the conference • Directs Bookkeeper to calculate individual membership fees for upcoming year (3% increase/year) • Drafts budget and presents to CBS Board approximately 2 months in advance of fiscal year end • Seeks CBS Board approval for the CBS annual budget within 1 month of fiscal year end • Works with Bookkeeper and Administrator to produce a year-end financial snapshot for ABM • Works with Administrator and Bookkeeper to ensure that appropriate government filings are complete (e.g., CRA, GST) • Works with Administrator to ensure CBS Board and Conference insurance policies are renewed annually • Reviews and approves financial contracts with CBS • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President positions for the conducting of Society occurs by telephone and email 4-6 times weekly with occasional meetings (when geography permits). • Collaborates with Membership, Conference Liaison, Fundraising and Partnerships Officers in developing attractive and sustainable revenue/costs activities • Preparation and follow-up for society financial business, liaison by telephone or by email with CBS Board, partners and members might require 2-3 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the Treasurer • Other project engagement may require additional time commitments
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Communications Officer	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Circulates a draft of the Communication’s report for ABM two weeks before the conference • Manages operations of website ensuring timely updates in French and English • Oversees students board members (who are responsible for their own portions of the website) and supports as necessary • May require setting up an Editorial CBS Board in consultation with the CBS Board, to provide leadership for the content and overall direction of the communication strategies for CBS • Ensures appropriate branding, quality and professionalism is maintained in all communications from the board or organization. • Oversees direction and work of others working on communications portfolio—e.g., Deputy Communications Officer, • Proofreads and reviews submissions and finalizes content and format in consultation with others for communication strategies • Responds to or redirects inquiries from members, partners, etc. and provides decision-making around suitability of content, format and new projects related to communication in conjunction with other members of the CBS Board • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President for the conduct of Society business occurs by telephone and email 5-10 times weekly with occasional meetings (when geography permits). • Preparation and follow-up for the monthly updates and website updates, liaison by telephone or by email with CBS Board, partners and members; approximately 2-3 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the Communications Officer • Other project engagement may require additional time commitments
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<p>Student Undergraduate (may be graduate if unable to recruit undergraduate student)</p>	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Circulates a draft of the Student's report for ABM 2 weeks prior to the conference • Represents the interests of the student members of the Society in the deliberations and discussions of the CBS Board • Ensures conference engagement and activities for students • Organizes student networking event(s) at annual conference • Runs search for student CBS Board positions and runs election at student business meeting • Manages award selection process for students (including conference prizes, if any) • Maintains up-to-date student content on website, in both French and English • Provides content for the student section on the CBS website with assistance as necessary • Coordinates and promotes student social networking on-line and in person • Submits topics of interest to the on-line network about the student involvement in the Society • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This student CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President positions for the conducting of Society occurs by telephone and email 5-10 times monthly with occasional meetings (when geography permits). • Preparation and follow-up for the student activities includes liaison by telephone or by email with CBS Board, partners and members; approximately 1-3 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting; travel and registration costs for students may be supplemented or covered based on an assessment of CBS finances • Other project engagement may require additional time commitments
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<p>Student Graduate</p>	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Circulates a draft of the Student's report for ABM 2 weeks prior to the conference • Represents the interests of the student members of the Society in the deliberations and discussions of the CBS Board • Ensures conference engagement and activities for students • Organizes student networking event(s) at annual conference • Runs search for student CBS Board positions and runs election at student business meeting • Manages award selection process for students (including conference prizes, if any) • Maintains up-to-date student content on website, in both French and English • Provides content for the student section on the CBS website with assistance as necessary • Coordinates and promotes student social networking on-line and in person • Submits topics of interest to the on-line network about the student involvement in the Society • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This student CBS Board member should expect about 10, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President positions for the conducting of Society occurs by telephone and email 5-10 times monthly with occasional meetings (when geography permits). • Preparation and follow-up for the student activities includes liaison by telephone or by email with CBS Board, partners and members; approximately 1-3 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting; travel and registration costs for students may be supplemented or covered based on an assessment of CBS finances • Other project engagement may require additional time commitments
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<p>Deputy Communication Officer</p>	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Circulates a draft of Deputy Communication Officer's report for ABM 2 weeks before the conference • Manages the creation and timely distribution of (at least quarterly) circulation of CBS Newsletter (including contacting all CBS Board members for content and ensuring final approval by President) • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President for the conduct of Society business occurs by telephone and email 5-10 times monthly with occasional meetings (when geography permits). • Preparation and follow-up for the position includes liaison by telephone or by email with CBS Board, partners and members; approximately 2 to 4 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting—travel and registration costs are normally the responsibility of the Deputy Communications Officer • Other project engagement may require additional time commitments
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Membership Officer	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Circulates a draft of the Membership Officer’s report for ABM 2 weeks prior to the conference • Reviews membership directory, process, benefits and strategy yearly to ensure maximal membership in CBS • Coordinates yearly renewals of membership • Identifies and operationalizes annualized strategic plan for new membership possibilities • Develops 4-5 year strategic plan for “growing” and sustaining membership for CBS Board approval • Collaborates with Treasurer and other CBS Board members on developing attractive and sustainable membership fee structure • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President positions for the conduct of Society business occurs by telephone and email 5-10 times monthly with occasional meetings (when geography permits). • Preparation and follow-up for the position includes liaison by telephone or by email with CBS Board, partners and members; approximately 3-6 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the Communications Officer • Other project engagement may require additional time commitments
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<p>Conference Liaison Officer</p>	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Circulates a draft of the Conference Liaison Officer's report for ABM 2 weeks prior to the conference • Will function as an intermediary between the CBS Board and the Local Organizing Committee (LOC). • Communicates with CBS local host on key timelines and responsibilities • Provide guidance to the LOC based on CBS conference data and best practice • Collaborates with the LOC, Conference Planner, if applicable, and Board to ensure a budget is approved and circulated • Collaborates with the LOC, Conference Planner, if applicable and Board to ensure significant deliverables are maintained and ensuring that the policy requirements for the LOC team, as outlined by the CBS Annual Conference policy, are being followed and met • Collaborates with the Board to coordinate the CBS Abstract Review Committee (CARC) process for the annual conference • Liaises with the Conference Planner, if applicable, when necessary, in matters pertaining to the annual conference • Upholds the CBS conference policy, CARC policy and student abstract competition policy and maintains them by suggesting appropriate updates • Collaborates with LOC, Treasurer, Fundraising Coordinator and Conference Planner, if applicable, to achieve a sustainable conference fundraising schedule. • Provides input related to the CBS 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President positions for the conduct of Society business occurs by telephone and email 5-10 times monthly with occasional meetings (when geography permits). • Preparation and follow-up for the position includes liaison by telephone or by email with CBS Board, partners and members; approximately 3-6 hours weekly, on average, with peak increases in certain times • During finalization of CARC, the liaison will spend an additional 10-15 hours • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the Conference Liaison Officer • Other project engagement may require additional time commitments
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	<p>conference planner role and performance, if applicable.</p> <ul style="list-style-type: none">• This CBS Board member serves on sub-committees, as required.	
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Fundraising Officer	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Circulates a draft of the fundraising report for ABM 2 weeks prior to the pre-conference meeting at the conference • Collaborates with Treasurer and other CBS Board members on developing attractive and sustainable fundraising options • Identifies new fundraising avenues for CBS • In addition to identifying funding opportunities, is responsible for developing, or causing to be developed (via delegation/team), 2-3 applications per year for funding of high priority strategic priorities of the Board • Collaborates with Conference Planner, if applicable and LOC regarding fundraising opportunities for the annual conference • Ensures plan for submission of conference planning and dissemination grants with provincial and national funding agencies with LOC • Reviews policy on CBS fundraising annually • Networks with possible fundraisers for CBS • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President positions for the conduct of Society business occurs by telephone and email 5-10 times monthly with occasional meetings (when geography permits). • Preparation and follow-up for the position includes liaison by telephone or by email with CBS Board, partners and members approximately 3-6 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the Fundraising Officer • Other project engagement may require additional time commitments
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Partnerships and Community Officer	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Circulates a draft of the Partnerships and Community report for ABM 2 weeks prior to the conference • Liaises with current and future collaborators and communities in the CBS • Is responsible for identifying, and with support from the Board, following up on opportunities to develop and strengthen relationships with other organizations with overlapping interests • Collaborates with Treasurer and other CBS Board members on developing attractive and sustainable partnerships and community activities • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President positions for the conducting of Society occurs by telephone and email 5-10 times monthly with occasional meetings (when geography permits). • Preparation and follow-up for the position includes liaison by telephone or by email with CBS Board, partners and members; approximately 3-6 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the Partnerships and Community Officer • Other project engagement may require additional time commitments
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<p>New Initiatives Officer</p>	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference • Participates in the ABM, as appropriate • Circulates a draft of the New Initiative report for the ABM 2 weeks prior to the conference • Promotes new ideas related to new initiatives for CBS Board consideration • Operationalizes new initiatives approved by the CBS Board • Manages volunteer and National Health Ethics week portfolio • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President positions for the conducting of Society occurs by telephone and email 5-10 times monthly with occasional meetings (when geography permits). • Preparation and follow-up for the position includes liaison by telephone or by email with CBS Board, partners and members; approximately 3-6 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the New Initiatives Officer • Other project engagement may require additional time commitments
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<p>Diversity Officer</p>	<ul style="list-style-type: none"> • Participates in all CBS Board teleconferences and meetings • Attends the annual conference and participates in the ABM, as appropriate • Circulates a draft of Diversity report for ABM two weeks prior to the conference • Champions all matters related to Diversity on the CBS Board and promotes a culture of respect, inclusiveness, and diversity across the CBS membership. • Promotes diversity issues such as bilingualism, geographic representation, and inclusiveness of all the various constituencies (theory to practice representation, student to senior involvement, and multi-disciplinary representation). • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the Administrator and President positions for the conducting of Society occurs by telephone and email 5-10 times monthly with occasional meetings (when geography permits). • Preparation and follow-up for the position includes liaison by telephone or by email with CBS Board, partners and members; approximately 3-6 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the Diversity Officer • Other project engagement may require additional time commitments
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<p>Social Media Officer</p> <p>Note: To facilitate posting of social media communications in both languages in a timely manner, this can be a shared role, i.e., Co-Social Media Officers, dependent on the language capabilities of the person(s) of the individuals</p>	<ul style="list-style-type: none"> • Participates in all CBS Board Committee teleconferences and meetings • Attends the annual conference • Participates in the annual business meeting, as appropriate • Circulates a draft of the Social Media Officer’s report for annual business meeting (ABM) 2 weeks before the conference • Makes regular postings that are timely, balanced and responsive to issues of relevance for the CBS community • Postings may include announcements, topics of interest, readings, links, retweets of ethics-related threads/issues including book reviews published by Canadian Journal of Bioethics • Works with the Communications and Deputy Communications Officers to coordinate postings and communications • Ensures appropriate branding, quality and professionalism is maintained in all communications from the board or organization • Responds to or redirects inquiries from members, partners, etc. and makes decisions around suitability of content, format and new projects related to social media communications in conjunction with other members of the CBS Board • This CBS Board member serves on sub-committees, as required. 	<ul style="list-style-type: none"> • This CBS Board member should expect about ten 1.5 to 2-hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Postings and activity on social media may require 1 to 2 hours per week. This may vary (could be higher) depending on other activity on social media and the activity of the CBS (e.g., increased postings related to the conference and annual meeting). • Regular contact with the Administrator and President for the conduct of Society business occurs by telephone and email 3-5 times/month with occasional meetings (when geography permits). • Preparation and follow-up for the monthly updates by telephone or by email with CBS Board, partners and members; approximately 1 hour monthly, on average, with peak increases in certain times • Attendance at annual meeting—travel, accommodation and registration costs are normally the responsibility of the Social Media Officer • Other project engagement may require additional time commitments
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Administrator	<ul style="list-style-type: none"> • Paid position, non-voting, advisory capacity • Is accountable to the Board via the President • Responds to or redirect inquiries from members • Actively encourages new members and pursues membership renewals • In collaboration with Membership Officer, maintains the membership database • Annually prepares the membership booklet or on-line directory • Issues receipts for membership dues and miscellaneous receivables • Issues mailing labels for the Society's use • Processes invoices and tends to accounts payable tasks • Reconciles bank account monthly • Prepares and makes bank deposits • Manages short-term, low-risk investment accounts • With President and/or Treasurer, holds signing authority for CBS accounts • In collaboration with bookkeeper and/or accountant prepares monthly statements and year-end reports • Processes membership and financial-related correspondence • Archives all Society files and records • In collaboration with Treasurer, bookkeeper and/or accountant, furnishes financial reports on request by CBS Board • Helps ease the transition of new committee members • Assists and supports the activities of the Local Host Conference Committee, Awards and Nominations Committee as required • In collaboration with bookkeeper and/or accountant, prepares the Society's annual tax return, GST remittance and GST rebate forms 	<ul style="list-style-type: none"> • The administrator should expect about ten, 1.5 to 2 hour teleconferences per year, and meetings prior to, during, and following the annual meeting. • Regular contact with the President and other CBS Board members for the conduct of Society business occurs by telephone and email 10-20 times weekly with occasional meetings (when geography permits). • Preparation and follow-up for the position includes liaison by telephone or by email with CBS Board, partners and members, approximately 7.5 hours weekly, on average, with peak increases in certain times • Attendance at annual meeting—travel and accommodation costs are covered by the CBS • Other project engagement may require additional time commitments
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	<ul style="list-style-type: none"> • Arranges for specialized services when professional expertise is required (e.g., lawyer, business advisor) • Arranges translation, printing, collation, and distribution of Society correspondence • Participates at the ABM (reviewed yearly) • Prepares the ABM inserts for conference delegates' packages • Circulates draft of annual Administrator's report two weeks in advance of conference • Participates in and take minutes for all CBS Board teleconference meetings • Prepares draft meeting and teleconference agendas in consultation with the President • Notifies Board members of meeting /teleconference times and dates • Prepares and circulates agendas and supporting documents prior to meetings/teleconferences • Arranges catering and meeting rooms for in-person meetings (e.g., conference) 	
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