

# **CAPS/ACSP Executive Council Elected Position Descriptions – 2019 Election**

## **Chair**

The Chair shall guide the activities and initiatives of CAPS/ACSP and the Executive Council, act as official spokesperson for CAPS/ACSP in communications with any and all external organizations/agencies, and be generally responsible for ensuring that the Executive Council acts in accordance with the mandate, vision, and mission of CAPS/ACSP and adheres to the Constitution and Bylaws of CAPS/ACSP.

***Note:** A minimum of 6 months of experience as a member of the Executive is required to be nominated as Chair. The Executive may waive this requirement if no qualified individuals are nominated.*

## **Vice-Chair Operations**

The VC Operations shall be responsible for coordinating all CAPS/ACSP meetings and the keeping of official CAPS/ACSP records.

## **Vice-Chair Communications**

The VC Communications shall be responsible for assisting with all external English communications of CAPS/ACSP via the website and email, and shall manage all CAPS/ACSP social media accounts.

## **Vice-Chair French Communications**

The VC French Communications shall be responsible for assisting with any external French communications of CAPS/ACSP via the website, email lists, and social media, and shall assist with recruitment of francophone members and affiliates.

## **Vice-Chair Finance**

The VC Finance shall be responsible for all financial activities of CAPS/ACSP, including assisting with the negotiation and documentation of external financial contracts and the development of financial plans and budgets for CAPS/ACSP.

## **Vice-Chair Membership**

The VC Membership shall be responsible for the processing, follow-up, and approval of member registrations, the management of membership databases, and the promotion of membership.

## **Vice-Chair External**

The VC External shall act as the chief liaison with external organizations and assists the Chair in developing and maintaining external affiliations and collaborations.

## **Vice-Chair International**

The VC International shall be responsible for providing and maintaining support and services for members of CAPS/ACSP who are non-Canadian citizens working as postdocs in Canada and Canadian citizens or permanent residents working as postdocs abroad.

## **Vice-Chair Career Development**

The VC Career Development shall be responsible for providing and maintaining career development support and services for members of CAPS/ACSP.

## **Vice-Chair Surveys & Data**

The VC Surveys & Data shall be responsible for managing surveys conducted by CAPS/ACSP as well as the resulting data.

## **Vice-Chair Website Management**

The VC Website Management shall be responsible for managing the design and content of the CAPS/ACSP website.