

FUNCTION:

The Board President provides leadership to the organization and strategic guidance to the Board of Directors. The President represents the Association to external bodies and promotes the highest standards of institutional research and planning.

TERM:

The president is elected to the Executive Committee for a two year term and is eligible for re-election, but to no more than two consecutive terms in the same position.

REQUIREMENTS / QUALIFICATIONS:

- Must be an active practitioner of institutional research, planning and assessment in a Canadian setting.
- Must commit to attend all annual conferences during their term of office.
- Must commit to attend all mid-term Board meetings during their term of office.
- Prepare for and participate in discussion and deliberations of the Board.
- Be familiar with the Association's financial policies and procedures.
- Have good communication and written skills.
- Have knowledge of, or a willingness to learn, the Constitution, the By-laws and the activities of the Association, and publicly support them.

DUTIES:

- Provide oversight to all pertinent activities of the Board members.
- Provide oversight and direction to all committees of the Association.
- In collaboration with the Board Secretary and other Board members as necessary, ensure that agendas are prepared for all meetings of the Board.
- Chair all Board meetings.
- In collaboration with the Board Secretary and other Board members as necessary, prepare the agenda for the Annual General Meeting.
- Chair the Annual General Meeting.
- Write periodical articles for the CIRPA newsletter.
- Exercise signing authority on behalf of the association for contracts and expenditures.
- Approve candidates for election and determine the commencement date and duration of all elections.
- Appoint the Annual Conference Chair to the Board.
- Liaise with AIR by attending the annual AIR Forum, acting on the AIR External Relations Committee and negotiating reciprocal arrangements.