

The Board of Directors for the Canadian Transplant Association

ELECTED OFFICIALS

- The elected Board of the CTA will include: the President, Vice-President(s), Recording Secretary, Membership Development Director, Treasurer, Team Manager and Regional Directors.
- The CTA Executive Committee shall consist of the President, Vice-President(s), Recording Secretary, Membership Development Director, Past-President, Treasurer and Team Manager.

Duties of the CTA Board of Directors: (Elected Officials)

President

The President shall:

- attend Board of Directors and CTA Executive Committee meetings
- ensure compliance with the Constitution/Bylaws
- provide leadership and work closely with other members within the CTA Board of Directors
- call and preside at the CTA Executive Committee, Board of Directors and special meetings
- represent the CTA or ensure representation at public or official functions and interface with organizations interested in transplantation and organ and tissue donation such as the Canadian Association of Transplantation (CAT).
- act as liaison between the CTA and the WTGF representative in the absence of a WTGF Councillor *or* appoint a representative from the CTA to liaise with the WTGF in the absence of the WTGF Councillor.
- Perform other duties as the CTA Board of Directors may deem necessary.

Vice-President(s)

The Vice-President(s) shall:

- attend Board of Directors and CTA Executive Committee meetings
- carry out duties assigned by the President such as editing, public relations, fund development and website maintenance
- chair taskforces or committees as recommended by the President
- have all the powers and perform all the duties of the President in the absence or disability of the President
- perform other duties as the CTA Board of Directors may deem necessary.

Treasurer

The Treasurer shall:

- attend Board of Directors and CTA Executive Committee meetings
- be bonded

- serve as Chairperson of any taskforce or committee that involves the CTA finances
- keep full and accurate accounts of all receipts and disbursements of the CTA in proper books of account
- deposit all monies or other valuable effects in the name and to the credit of the CTA in such banks as may from time to time be designated by the CTA Executive Committee
- present financial reports and bank statements on a monthly basis to the President and at the CTA Executive Committee meetings
- file all tax forms as required
- perform other duties as the CTA Executive Committee may deem necessary.

Recording Secretary

The Recording Secretary shall:

- attend Board of Directors and CTA Executive Committee meetings
- prepare the agenda, coordinate it with the President and distribute it no less than 10 days before the meetings
- keep a record of the minutes of the meetings and distribute them to the CTA Board of the Directors
- attend to correspondence as necessary
- assist the Team Manager in the accommodation and travel arrangements for National and World Transplant Games
- assist the Past-President in convening elections
- perform other duties as the CTA Executive Committee may deem necessary.

10.3.5 Team Manager

The Team Manager shall:

- attend Board of Directors and CTA Executive Committee meetings
- coordinate the development and the involvement of a team for events at National and World Transplant Games and maintain accurate records of athletes performances
- attend Team Managers meetings at the World Transplant Games
- act as Manager and Spokesperson for the Canadian delegation and liaise with the local organizing committee and the WTGF
- submit Team Manager's Report on the World Transplant Games within 30 days of the closing ceremonies of the World Transplant Games.

Membership Development Director

The Membership Development Director shall:

- identify and implement ways and means to increase membership
- assure that all records are kept confidential and are only for the use of the CTA Board of Directors
- perform other duties as the CTA Executive Committee may deem necessary.

Regional Director

The Regional Director shall:

- be elected by CTA members of the said region
- represent the regional/provincial interests of the CTA Executive Committee
- plan, implement and coordinate activities and publicity events in the name of the CTA
- submit quarterly financial statements to the CTA Treasurer
- ensure that the minutes of the Regional Committee meetings are forwarded to the CTA Executive Committee
- be part of the Regional Executive Committee which consists of a minimum of a Regional Director, Treasurer and Secretary. Additional positions consistent with the CTA bylaws may be added, such as Regional Coordinators.
- appoint a CTA member in their absence
- advise the CTA Executive Committee of any appointments.

Regional Coordinator

The Regional Coordinator shall:

- reside in the region he/she is representing
- liaise with the Regional Director
- perform duties assigned by the Regional Director
- attend meetings as required
- submit quarterly reports to the Regional Director.

Duties of the CTA Board of Directors: (Non-Elected Officials)

WTGF Councillor

The WTGF Councillor shall:

- be appointed by the CTA Executive Committee for a term of 4 years and will be a voting member of the CTA Board of Directors, in the event that the CTA has a Councillor on the WTGF Council
- be responsible to represent the views of the CTA Board of Directors to the WTGF.

Past-President

The Past-President shall:

- serve as an advisor to the newly elected CTA Board of Directors until a new President is elected
- be a voting member
- hold the position of Nominating Chair and form a committee to convene elections.

CTA Board of Directors Vacancies

Vacancies in the CTA Board of Directors shall be filled by a candidate selected by the remaining CTA Executive Committee members for the balance of the term.

October 4th 2004