



CPSQA Chapter Executive Committee - Roles & Responsibilities

1. Role of the Executive Committee Directors

To create the business direction for the Canadian Public Sector Quality Association chapter that supports the achievement of the CPSQA strategic plan, collaborate with the National Board and other chapters and act as the implementation engine for chapter initiatives and networking meetings. The Executive Committee Directors are also expected to serve as ambassadors of Quality and Excellence in the Public Sector.

2. Officer Positions

Chair

- Oversees the direction and execution of all aspects associated with the mandate, vision and activities of the chapter
- Ensures that program activities are aligned to the mission and vision of CPSQA
- Leads the chapter Executive in strategic planning for the chapter
- Ensures overall fiscal responsibility
- With input and support from the Executive, selects and retains a well-qualified chapter Directors to deliver quality program initiatives in support of the mandate of the CPSQA
- This position is generally assigned for up to three years with an annual renewal provision by the Executive

Vice-Chair

- Supports the Chair as required
- Position can be held by any chapter Director
- Chairs meetings in the Chair's absence
- Develops key communication material to support chapter Executive decisions

Treasurer

- Develop and maintain an annual budget for the CPSQA chapter
- Process and maintain records related to revenues and accounts receivables/payables
- Maintain and develop all appropriate financial policies and procedures

Secretary

- Responsible to confirm/document minutes to Executive Meetings
- Maintain and develop all appropriate policies and procedures

3. Other Committee Positions

Past Chair

- Provide transitional support to the new chair
- Provide corporate memory to aid the chair in planning and decision making

Program Director

- With the input of the National Board and chapter Executive, responsible for setting and managing the forward calendar of events and minimize overlap with other Quality activities
- Responsible to lead the identification and confirmation of networking event speakers
- Responsible for creating the abstract for presentations and creating marketing material with the input of the Marketing Director
- Liaises with speakers to identify any special logistics requirement (A/V or other) and communicated these to the Deputy Program Director
- Ensures that program activities operate within the policies and procedures of the organization
- Greets speakers and introduces/thanks them unless otherwise arranged

Deputy Program Director

- Arrange venues and equipment for all events
- Communicates site logistics to the Program Director and executes speaker special requests (A/V or other) received from the Programs Director
- Arranges hospitality for events (refreshments, lunches, speakers gifts)
- Leads meeting/event feedback and reporting

Business Development and Marketing Director

- Liaise with various organizations to solicit reciprocal involvement and support as quality partners
- Develop marketing/promotion ideas for the chapter, sharing them with the National Board as appropriate
- Responsible for the common look and feel for all promotional and marketing material
- Promote and solicit sponsorship of CPSQA at a chapter level
- Act as the chapter contact for special events such as public sector quality fairs

Director-at-large

- Responsible to provide support to the committee as requested
- Carry on an advocacy role for the CPSQA
- Participate in networking activities and in all possible venues to promote quality