



CPSQA National Board of Directors - Roles & Responsibilities

1. Role of the Board

To create the strategic direction for the Canadian Public Sector Quality Association at a national level, act as the implementation engine for National initiatives, provide guidance at the Chapter level and monitor achievement of the CPSQA strategic plan. The Board and its members 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 organization
- Ensures that program activities are aligned to the mission and vision of CPSQA
- Leads the Board of Directors in strategic planning for the organization
- Ensures overall fiscal responsibility
- With input and support from the Board, selects and retains a well-qualified Board of 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 Board

Vice-Chair

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

Treasurer

- Develop and maintain an annual budget for the CPSQA
- 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 Board Meetings
- Maintain and develop all appropriate policies and procedures

3. Other Board Positions

Past Chair

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

Webmaster

- Maintain and develop the CPSQA website in accordance with Board direction
- Posts the creative material supplied by the directors to promote all events, presentations and links to partner associations
- Provide support to chapters in support of their objectives and activities
- Responsible for maintaining the web infrastructure and liaising with any technical support

Business Development and Marketing

- Liaise with various organizations to solicit reciprocal involvement and support
- Develop marketing/promotion ideas for the organization
- Responsible for the common look and feel for all promotional and marketing material
- Promote and solicit sponsorship of CPSQA at a National Level

Regional Liaison Director

- Responsible to develop and implement a strategy to expand the quality theme beyond the National Capital Region Chapter
- Responsible to solicit the development of regional chapters across Canada
- Responsible to liaise with regional chapter key contacts to provide as much support as possible.

Director-at-large

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