

President / Chair

The President is responsible for the general and active management of the affairs of itSMF Canada. This role works with board in order to fulfill the organization mission and is responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Specific duties include:

- Responsible for leading itSMF Canada in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Chairs the board meetings
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Short and long term Business Plan development, maintenance and progress tracking
- Ensure that the officers (e.g. Secretary, Treasurer, Vice-President) and the portfolio directors have the competency and capacity to meet their role expectations
- Ensure compliance to all applicable legislation such as the Not-for-Profit Corporations Act, the Canadian Income Tax Act and the Privacy Act as well as agreed By-Laws.
- Timely execution of annual Elections and on/off-boarding of elected officers including succession planning
- Annual review of the By Law for value and effectiveness
- Review and approve contracts for procured services
- Responsible for the enhancement of itSMF Canada's image by being active and (virtual or physical) visible in the community and by working closely with other professional, civic and private organizations
- Serve as itSMF Canada's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance itSMF Canada's Mission.
- Other duties as assigned by the Board of Directors
- Monitoring of compliance to the code of conduct and conflict of interest