President

The President is one of the three presidential officers of the Society (the others being the Past President and President-Elect). The President is the chief executive officer of the Society and presides at meetings of Council and Business Meetings of the general membership. She/he is responsible for executing policies determined by Council, acts as spokesperson for the Society, and is tasked with ensuring that all orders and resolutions of Council are carried into effect. The President is an elected office: procedures for the election of the President are set out in the Bylaws of the Society.

Function: As stipulated in the SPNHC Bylaws:

ARTICLE VI. OFFICERS

Section 1.

Executive Officers. The executive officers shall be the President, the Past President, the President-Elect, the Secretary, the Treasurer, and the Managing Editor of the Society’s publications. Executive officers are required to be Regular, Honorary, or Life members in good standing.

Section 2.

Presidential Officers. The President shall be the chief executive officer of the Society, shall preside at meetings of Council and Business Meetings of the general membership, shall be responsible for executing policies determined by Council, shall act as spokesperson for the Society, and shall see that all orders and resolutions of Council are carried into effect.

Section 4. The Treasurer shall be appointed by the President with the approval of a majority of the Council Members.

Section 5. The Managing Editor shall be appointed by the President with the approval of a majority of the Council Members.

Section 6. The President shall be responsible for overseeing the elections and communicating the results of the election.

Section 7. Should the office of Secretary become vacant, the President shall appoint a Regular, Honorary or Life Member in good standing to serve as interim Secretary with the approval of a majority of the Council Members, until a replacement can be elected…Should the office of Treasurer or Managing Editor become vacant, the President shall appoint new officers with the approval of a majority of the Council Members.

ARTICLE VII. COUNCIL

Section 3. Between regular meetings of Council, the President or, on request, the Secretary, shall send to each Council Member pertinent information about matters of concern. Council may discuss and vote via appropriate communications medium on matters deemed by the President to require immediate action.

Section 4. All vacancies in Member-at-large positions shall be filled on an interim basis by Presidential appointment of a Regular, Student, Honorary or Life Member in good standing.

Section 8. Execution of Documents. Contracts, documents, or instruments in writing requiring the signature of the Society shall be signed by the President or the Treasurer.
ARTICLE VIII. COMMITTEES

Section 1. The chair positions and members of Standing Committees are appointed on an annual basis by the President.

Section 2. Committees Appointed by the President. The President may appoint Sessional Committees and designate function, chairpersons, and members. Unless reappointed by the incoming President, such Sessional Committees shall cease to function upon the conclusion of the term of the President who appointed them.

ARTICLE XI. SEAL

Section 2. The Seal shall be placed in the custody of the Treasurer or other Executive Officer as designated by the President.

Specific responsibilities of the President include:

- Annual appointment of chairs and members of standing committees
- Annual assignment of activities for elected Members at Large (6)
- Appointment of sessional committees, as needed
- Execution of documents requiring the signature of the Society
- Overseeing elections and communicating the results of the election
- Appointment of the Treasurer and Managing Editor
- Appointment of interim Officers and Council members, as needed
- Chair of the Executive Committee

Calendar items
All specific calendar items are listed under the Leadership Manual sections for any relevant committees. Below are some additional reporting schedule:

- 1 February: report to Newsletter
- April: prepares report on activities for Annual Meeting
- May/July: attends the Annual meeting
- May/July (after annual mtg): appointment of chairs and members of standing committees; assignment of MaLs activities
- 1 August: report to Newsletter

Revised by Linda S. Ford, October 2017
Revised by Chris Norris, August 2013
Reviewed by Jean-Marc Gagnon, August 2013

1 Documents can also be executed by the Treasurer or by other officers designated by Council
2 With the approval of a majority of the Council members