



## Officers

### OVERVIEW

Some board directors hold leadership positions, and these are the officers. Officers are elected by the directors of a Physician Society from among themselves and carry out certain duties and responsibilities.<sup>1</sup> Where a physician is elected to an office of the MSA, he or she will generally hold the same office with the corresponding Physician Society<sup>2</sup> unless provided for otherwise in the bylaws. Check your bylaws for the officers that have been set out for your society.

### ROLES

The officer roles are president, vice president, and secretary-treasurer.

#### President

The president presides at all meetings of the Physician Society and of the directors and is responsible for planning and chairing all meetings including the AGM, developing meeting agendas and materials with the secretary or secretary-treasurer, reviewing and approving meeting minutes, overseeing planning of board activities for the year, and playing a leadership role at and between board meetings. The president helps the board function effectively by guiding conversations and decision making, drawing out all perspectives, and managing interpersonal Board dynamics. Often, the president acts as the spokesperson for the board on relevant matters to the Physician Society members.

#### Vice President

The vice president fulfills the president's duties and responsibilities in the president's absence. To do this effectively, the vice president works with the president to learn the president's duties and collaborates and consults with the president on key matters.

#### Secretary-Treasurer

The roles of secretary and treasurer are often combined. The secretary-treasurer is responsible for ensuring the recording,<sup>3</sup> approval, distribution, and maintenance of the Physician Society's information such as meeting minutes, board decisions, policies, and membership lists. The secretary-treasurer works closely with the president to manage the calendar of key dates and

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<sup>1</sup> See Section 8 of the bylaws—"Officers."

<sup>2</sup> See Section 8 of the bylaws—"Election of Officers"— which will generally provide as follows: "For greater certainty, each director will hold the office of president, vice president and secretary-treasurer, or other office, as the case may be, within the society as he or she holds with the Medical Staff Association, unless the directors determine otherwise."

<sup>3</sup> See Section 8 of the bylaws, which generally provides that: "In the absence of the secretary from a meeting, the directors must appoint another individual to act as secretary at the meeting."

meetings and to ensure directors and members are given proper notice and materials for meetings. In particular, the secretary-treasurer is responsible for ensuring:

- Notices of meetings of the society and directors are issued.
- Minutes of all meetings of the society and directors are taken.
- All records and documents of the society are adequately maintained.
- The register of members is maintained.

The secretary-treasurer is also responsible for ensuring there is oversight of the financial functioning of the Physician Society and that financial statements are presented to the directors, members, and others when required.