

Canadian Society for Information Science (CAIS) / L'Association canadienne des sciences de l'information

Key Roles and Responsibilities of CAIS Board Members

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Suggested review time by CAIS Board: Every 1-2 years or as needed

The purpose of this document is to provide a general overview of the key roles and responsibilities of CAIS Board members to interested nominees or incoming Board members. Duties that may be performed in each role are listed. All Board members are volunteers, and, in the nature of service work, performing all listed activities is not expected/required. See the CAIS constitution bylaws for more exhaustive descriptions of each role.

In addition to the functions unique to each role listed below, every board member is expected to do the following:

1. Contribute to the development and implementation of CAIS's policies, procedures, and strategic plan; and
2. Attend board meetings.

Monthly time commitments are suggested and may vary from year to year, depending on CAIS projects and programs. Committees may also be formed at the discretion of the board to work on specialized projects or initiatives.

President (2-3 hours)

The CAIS President holds a one-year term and oversees the operations of CAIS. Their duties typically involve:

1. Developing and implementing CAIS's strategic plan, setting goals, and allocating resources based on the recommendation of the Board;
2. Scheduling and chairing the CAIS Board meetings and Annual General Meeting (AGM);
3. Drafting and presenting an annual report at the CAIS AGM;
4. Acting as the primary contact point for CAIS; and
5. Representing CAIS to the public, media, and relevant agencies.

Vice-President/President-Elect (2-3 hours)

The Vice-President/President-Elect holds a one-year term and assists the President in carrying out the operations of CAIS. Their duties typically involve:

1. Assisting the President with the duties listed above;
2. Chairing meetings in the absence of the President; and
3. Soliciting nominations for new board members.

Immediate Past President (1-2 hours)

The Immediate Past President holds a one-year term, concluding the three-year Presidency cycle. Their duties typically involve:

1. Advising and supporting the new President by sharing relevant knowledge and experience; and
2. Providing context and historical understanding of CAIS's operation and policies.

Secretary (1-2 hours)

The Secretary's term starts at one year but may be extended. They facilitate CAIS's record-keeping and documentation. Their duties typically involve:

1. Directing new Board members to this document and adding them to relevant communication channels needed to conduct their activities as board members, including but not limited to, the CAIS Officers listserv, the CAIS Community Group, and the CAIS Google Drive;
2. Maintaining up-to-date login credentials for all CAIS accounts and facilitating their transition from outgoing to incoming Board members;
3. Monitoring the CAIS email (info@cais-acsi.ca) and responding to messages within five business days or forwarding to CAIS board members as appropriate;
4. Maintaining charge of all printed publications authorized or controlled by the Board (e.g., annual reports, committee reports, upkeep of the Google Drive, etc.);
5. Taking the minutes of CAIS Board meetings and the AGM and circulating them to the board for approval, including recording all acts, orders, resolutions, votes, or other transactions of the Board; and
6. Submitting an annual report to the Board describing the duties performed by them during the preceding year.

Treasurer (1-2 hours)

The Treasurer's term starts at one year but may be extended. They oversee the finances of CAIS. Their duties typically involve:

1. Supervising the collection of, and keeping on deposit, the funds and securities of CAIS;
2. Keeping a full, correct, and clear record of the financial transactions of CAIS, supporting all disbursements with proper vouchers;

3. Seeing that CAIS funds are disbursed as directed by the Board;
4. Providing regular financial reports to the Board;
5. Reporting on CAIS's finances to the Board and bringing relevant financial matters to their attention; and
6. Submitting annual return filings with Corporations Canada and Revenue Canada.

Communication Director (1-2 hours)

The Communications Director's term starts at one year but may be extended. They are responsible for facilitating messaging from CAIS to its membership. Their duties typically include:

1. Developing and implementing a communication plan aligned with the Board's objectives (e.g., to engage members or promote member benefits, or increase visibility of the Association) relating to its regular operations and CAIS events, in conjunction with the Board;
2. Maintaining CAIS's communication channels (e.g., newsletter, social media accounts, Google Group) to keep members informed and engaged; and
3. Creating and distributing member newsletters (three times annually) and other member communications through WildApricot.

Membership Director (1-2 hours)

The Membership Director's term starts at one year but may be extended. They oversee CAIS's membership. Their duties typically include:

1. Developing and implementing recruitment and retention strategies for student, regular/reduced, and institutional members, in conjunction with the Communications Director;
2. Maintaining an up-to-date list of members using WildApricot (i.e., approving new member registrations, facilitating the stages of renewal, archiving lapsed members, and coordinating payments between individual and institutional members in conjunction with the Treasurer;
3. Monitoring the CAIS membership email and replying within 5 business days to messages or forwarding them to the appropriate CAIS Board members;
4. Providing updates on membership data and trends (e.g., the number of members, their membership level, and any concerns relating to the CAIS membership subscription system) at each Board meeting.

Webmaster (1-2 hours)

The Webmaster's term starts at one year but may be extended. They maintain CAIS's website presence. Their duties typically include:

1. Maintaining and administering CAIS websites to make sure they are up-to-date, easy to navigate, and meet the needs of CAIS members;

2. Staying current with best practices for security, interoperability, accessibility, responsiveness, and inclusivity, and suggesting measures relevant to CAIS websites and communication mediums (e.g., social media platforms, if applicable); and
3. Publishing reports and other documentation on the CAIS website promptly as the Board requests.

Practitioner Representative (1-2 hours)

The Practitioner Representative's term starts at one year but may be extended. They represent the practitioner perspective to the CAIS board. Their duties typically include:

1. Advocating for the interests and concerns of LIS practitioners to the Board.
2. Evaluating the effectiveness of CAIS operations and suggesting improvements; and
3. Providing input on the development of programs and initiatives relevant to practitioners.

Student Representative (1-2 hours)

The Student Representative's term starts at one year but may be extended. They represent and communicate the interests and concerns of students to the Board. Their duties typically include:

1. Providing student feedback to the Board on CAIS programs, services, and initiatives; and;
2. Communicating with student members to inform them about Society activities, events, and opportunities in coordination with the Membership Director and Communication Director.

Event Coordinator (1-2 hours)

The Event Coordinator's term starts at one year but may be extended. They develop, organize, and support CAIS events. Their duties typically include:

1. Creating and assisting with the planning of events (e.g., CAIS student events), including timelines, budgets, and logistics in collaboration with appropriate committees/groups (e.g., conference committees);
2. Developing and implementing promotional campaigns for CAIS events in collaboration with the Communication and Membership Directors; and
3. Conducting post-event evaluations to gather feedback from attendees and speakers in collaboration with event organizers (e.g., Conference committees).

Awards Coordinator (1-2 hours)

The Awards Coordinator's term starts at one year but may be extended. They oversee the annual CAIS Awards process. Their duties typically include:

1. Promoting the Awards (nominations and awardees) through CAIS channels, in conjunction with the Webmaster, and the Communication and Membership Directors;
2. Recruiting qualified individuals to serve on the award jury board;
3. Overseeing the award nomination and selection process, ensuring fairness and objectivity.
4. Presenting the awards, including conference awards, during the CAIS annual conference (and coordinating the ceremony with conference organizers), if able to attend, or otherwise arranging their presentation by other Board members;
5. Maintaining records of all awards and recipients, and updating CAIS's records with the awards jury and awardee names.
6. Evaluating the effectiveness of existing awards and identifying areas for improvement.

Members-at-Large (1-2 hours)

The Members-at-Large terms start at one year but may be extended. They represent the interests and concerns of the general membership. Their duties typically include:

1. Providing feedback to the Board on its programs, services, and initiatives;
2. Serving as a liaison between the leadership and the membership, ensuring open communication.

CJILS-RCSIB editor-in-chief (1-2 hours)

The CJILS-RCSIB Editor-in-Chief oversees the operations of the Society's journal. They are elected by the CAIS board. The length of their term is subject to their and the Board's discretion. Their duties on the Board typically include:

1. Sharing CJILS-RCSIB updates with the CAIS Board at regular Board meetings; and
2. Drafting, submitting, and presenting an annual report at the AGM.