

## *Standard Operating Procedures*

### **Position Summary:** President

The President is responsible for thought leadership and strategic management of the Society, ensuring that the Society is managed according to the strategic plan and that the bi-annual action plan is executed as appropriate.

The President works in close cooperation with and with support from the Secretariat. The Secretariat assists the President by providing operational support such as administration, coordination, review, internet research or other tasks, as appropriate.

The main duties of the President are to (i) provide leadership in guiding the Society and the Board, coordinating its activities and developing relationships in the best interests of the Society, (ii) work closely with all Board members to encourage and support their work as required, (iii) foster effective external relations and ensure that the Society delivers values for its members and stakeholders, (iv) represent the Board in communications and interactions with external stakeholders.

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The duties of the President are listed here. The President is expected to dedicate an average of 1.5 hours per week for routine SISN activities, with additional time for any travel or special projects with which s/he plays an important role.

#### *Leadership*

1. Acts as a sounding Board for and provides counsel to the Board including helping to identify problems, reviewing strategy, maintaining accountability, building relationships and ensuring the Board is aware of concerns.
2. Ensures there is cohesion of direction and purpose at a policy and strategic level.
3. Updates the 4-year strategic plan of the Society, as needed, for review and approval by the Board .
4. Recommends the adjustment of committee mandates and the alignment of working group work plans, as required.
5. Monitors achievement of goals and objectives of the action plan, assisted by the Secretariat and VP.

6. Develops and/or maintains relationships between SISN and other organizations, as appropriate

### *Meetings*

1. Chairs Board meetings or designates another to preside; performing the duties generally understood to be presidential.
2. Reviews and provides recommendations for the agenda, information and related content for Board meetings.
3. Calls special meetings of or holds conference calls with the Board and calls general Board meetings in an emergency.

### *Communications*

1. With the administrative support of the Secretariat, forwards information and concerns to appropriate councilors and committee chairs and provides support as needed.
2. With the administrative support of the Secretariat, communicates with the Board to keep it up to date on major developments and emerging issues.
3. Acts as the Society's principal representative in dealings with the governing leadership of other organizations.
4. In coordination with the Chief Information Officer, ensures management and, where applicable, Board Members are appropriately represented at official functions and meetings.

### *Finance*

1. Provides input to the Treasurer on the annual budget.