The Canadian Association of Journalists
L'Association Canadienne des Journalistes

RESPONSIBILITIES OF EXECUTIVE OFFICERS POLICY

Policy intent

To define expectations, duties and responsibilities of officers that make up the executive committee.

Policy responsibility

CAJ Board

Policy

1. Responsibilities of executive officers

1.1. For the CAJ to function as effectively as possible, and in accordance with its bylaws, the main responsibilities must be divided amongst officers, who together make up the executive committee. The main responsibilities are:

1.1.1. to represent all CAJ members;

1.1.2. to be informed and knowledgeable about and advocate on issues related to journalists and the journalism industry;

1.1.3. to represent the CAJ as a source for professional development; and

1.1.4. to handle administrative issues relevant to the effective operation of the organization.

1.2. The executive committee has a broad range of responsibilities, as outlined in the terms of reference policy for the committee. In addition to their individual duties, executive committee members must:

1.2.1. be readily available for media interviews and requests;

1.2.2. clearly define and follow through on assigned responsibilities;

1.2.3. display a constant commitment to and representation of CAJ members;

1.2.4. demonstrate a thorough understanding of CAJ policies, issues, programs, and events;

1.2.5. uphold the integrity of the CAJ and its work at the same time as promoting relationships with outside institutions and stakeholders;

1.2.6. when needed, delegate their specific duties to other executive officers or directors to ensure a continuous and efficient operation of the organization in times of illness or absence;

1.2.7. attend all scheduled meetings of the executive committee as well as all scheduled meetings where the executive officer acts as a representative of the CAJ; and

1.2.8. when providing a notice of resignation, ensure that every attempt is made to complete or delegate projects, and communicate with staff and the executive committee on any pending items.

2. Executive officer roles and elections

2.1. The executive committee is made up of the following officers, who are elected from among the directors:

2.1.1. President

2.1.1.1. when possible, will have been a vice-president for a period of at least two-years.

2.1.2. Vice-president, external

2.1.3. Vice-president, internal

2.1.4. Chair

2.1.5. Vice-chair

2.1.5.1. A vice-chair may be elected from among the directors should it be determined by the other executive officers to be of benefit to the corporation.

2.1.6. Treasurer

2.1.7. Past-president

2.1.7.1. The past-president role is de facto and not elected, but must be held by a director.

3. Executive officer duties

3.1. The president

3.1.1. is seen as the chief executive officer of the corporation and its primary spokesperson;

3.1.2. is seen as the main point of contact between the CAJ and its partners but may at times delegate or share this work with the most senior staff person;

3.1.3. chairs the advocacy committee;

3.1.4. contributes to the overall guidance and direction of the organization, through the setting of organizational goals and priorities;

3.1.5. signs or authorizes correspondence;

3.1.6. provides leadership to the board of directors;

3.1.7. fosters teamwork and cooperation amongst the executive committee and other directors;

3.1.8. ensures that the CAJ is represented at relevant industry-related functions;

3.1.9. speaks on behalf of journalists and the journalism profession to external bodies, such as the federal government;

3.1.10. appraises and makes recommendations on the performance of the senior staff person;

3.1.11. ensures that other officers carry out their assigned duties;

3.1.12. provides a written report of work completed to the board of directors at each board meeting; and

3.1.13. as prescribed in *Bylaw #1* (aka "bylaws"), shall serve a minimum two-year term.

3.1.14. A vice-president will be designated to perform the above work of the president if the president is unavailable to do so.

3.2. The vice-president, external:

3.2.1. is responsible for managing the communications-related aspects of the corporation, in collaboration with the president and staff;

3.2.2. chairs the communications committee;
3.2.3. is the primary editor-in-chief of the scheduled newsletters;
3.2.4. provides a written report of the work completed to the board of directors at each board meeting; and
3.2.5. works with communications-related staff to manage the various but specific platforms on which the information of the organization is shared, in accordance with the *Communications Policy*.

3.3. The vice-president, internal:
3.3.1. is responsible for managing the internal matters of the organization that are not assigned to other officers, in collaboration with the president and staff.
3.3.2. chairs the membership committee;
3.3.3. is the primary point of contact for all membership-related questions or concerns that come up in the day-to-day running of the organization;
3.3.4. works with membership-related staff to manage the daily work of approving, reviewing and declining memberships, in accordance with the *Membership Management Policy*; and
3.3.5. provides a written report of the work completed to the board of directors at each board meeting.

3.4. The chair:
3.4.1. is responsible for managing the board meetings and liaising with the senior staff person for the logistical aspects of the board meetings;
3.4.2. leads the process in setting board meeting dates with all board members;
3.4.3. leads the process in ensuring that policy and governance matters of the board are in good order, in accordance with all policies that relate to such;
3.4.4. chairs the governance committee;
3.4.5. works with the senior staff person to ensure that new and existing directors receive adequate orientation to their role; and
3.4.6. provides a written report of the work completed to the board of directors at each board meeting.

3.5. The vice-chair:
3.5.1.1. aids the chair in their assigned duties, as needed;
3.5.1.2. can be asked to step in when the chair is unable to perform their duties.

3.6. The treasurer:
3.6.1. is responsible for managing the finances of the corporation, in collaboration with the finance committee, president and senior staff person, in accordance with the *Finance Policy*.
3.6.2. chairs the finance committee;
3.6.3. is the primary point of consultation for the senior staff person in the financial aspects of the day-to-day operations;
3.6.4. oversees development of the budget and monitors expenses;
3.6.5. ensures the senior staff person processes accounts in a timely manner, oversees the annual audit, and authorizes expense claims, as needed; and

3.6.6. ensures that all legal and financial documents needed to be in compliance with federal laws and statutes are in place.

3.7. The past-president:

3.7.1. serves in the role of such, at minimum, for the duration of the current president's first term, to aid in the transition from one president to another, allowing for continuity.

3.7.2. shall determine for themselves if they will continue in the role of past-president beyond the new president's first term, if the new president decides to remain for more than one term.

3.8. The board may create any other executive officer positions that it may deem necessary, and in doing so, may delegate a portion of the responsibilities of other executive officers or any new responsibilities as it sees fit.

Related References, Policies, Procedures and Forms:

This Policy References:

Bylaw #1
Membership Management Policy
Finance Policy
Communications Policy

This Policy is Referenced by:

None

Forms and documents:

None

Policy History:

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