

WCCHSE Directors

1. **Chair:** The Chair`s primary role is to ensure the vision of the board and its members is being recognized. The Chair shall set the agendas for the meetings with input from members. The Chair shall serve as the main contact between external community and the board and share a yearly report of activities at the AGM.
2. **Past Chair:** Serves to mentor the incoming chair on strategies and initiatives.
3. **Chair Elect:** serves as back-up to the Chair should the situation require. Chair elect also serves to organize and assist in the execution of the group activities.
4. **Director of Conference Planning:** Serves the board by organizing volunteers and resources for annual conference and directs conference planning committee at hosting site. Serves as mentor to the incoming Director of Conference Planning.
5. **Treasurer:** The Treasurer serves the board in a financial role by ensuring accurate financial record keeping. As well as issuing of approved cheques. Treasurer also reports on the financial health of the board and its abilities to achieve its targets.
6. **Secretary:** The Secretaries primary role is the primary record keeper of initiatives and decisions and follow up with action items with consultation of Chair. The secretary will be the primary communication for the directors.
7. **Communications Officers:** The communications officers serve to create messaging between WCCHSE and the community. These roles work collaboratively to promote initiatives, maintain communication platforms, and strengthen internal and external engagement supporting the organization`s online presence and communication strategy.
 - a. **Privacy Officer and Communications** - This role oversees organizational email communications and supports privacy-conscious information-sharing practices. This role coordinates email communication and monitors registration of “collaborators” to WCCHSE website. They ensure communications align with privacy and confidentiality expectations.
 - b. **Social Media:** This role manages social media communications to promote WCCHSE initiatives, events, and activities, and to support engagement with the broader community.
 - c. **Website:** This role maintains and updates the WCCHSE website to keep information, events, resources, and announcements current, accessible, and user-friendly.
8. **Registrar:** The Registrar is responsible for setting up and managing conference and workshop registration. This role also maintains the registrant list and provides it to the Communications Officer for email distribution and other communications when Eventbrite is not used.



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9. **Members at Large:** These Directors support the board by assisting other directors with day-to-day tasks. As the board grows, this role is often an entry point for new board members as they learn about the board and determine which role best aligns with their interests and strengths.