



Advancing the Future of Public Safety



Position: President Elect, Officer and Director of the Corporation

Prerequisite: Be a member in good standing with the IMSA International, IMSA Ontario Trillium Section, and previously held the position of Director for one term within the last five (5) years. If the member has held a position of Director more than five years previous to the application, the Board reserves the right to vote to allow or disallow the eligibility of the applicant.

Amount of time required for position: Two (2) hours per month. This does not include mandatory in person meetings, to be held four (4) times per year, the rest of the meetings would be held virtually. On site meetings are usually one half day each, virtual meetings are usually three (3) hours each.

Members of the Board of Directors shall be expected to attend a minimum of seventy percent (70%) of all regularly constituted meetings of the Board of Directors. The Board may excuse a member from complying with such attendance requirements in extraordinary circumstances. The Board Chair shall review the attendance record of each Board member and shall follow up with any Board member who does not comply with attendance expectations. A non-compliant Board member who fails to improve attendance may, by resolution passed by at least two-thirds (2/3) vote, be removed from the Board before the expiration of his/her term for not properly discharging his/her responsibilities. (Section 7.09 Meeting Attendance - Ontario Trillium section By-Laws)

Duties: The President Elect shall preside, when present, at all meetings of the Board and at all meetings of the Members of the Corporation and shall sign all instruments that require his/her signature. Within the authority delegated by the Board, the President Elect shall represent and/or act on behalf of the Corporation. The President Elect shall see to it that all resolutions of the Board are carried into effect. The President Elect shall be a non voting ex-officio member of all committees of the Board.

Position Description of the President Elect

a) Role Statement

The President Elect assists the President in providing leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The President coordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and management, if any, of the Corporation. The President ensures the Board discusses all matters relating to the Board's mandate.

b) Responsibilities:

IMSA Ontario President Elect Duties approved, dated April 10, 2025, updated Oct 6, 2025



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 Ontario Trillium Section

1. Agendas: Establish agendas aligned with annual Board goals and preside over Board meetings as holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.
2. Direction: Serve as the Board's central point of communication with management, if any, of the Corporation; provide guidance to management, if any, regarding the Board's expectations and concerns. In collaboration with management, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies and planning and performance information are appropriately presented to the Board.
3. Performance Appraisal: Lead the Board in monitoring and evaluating the performance of management, if any, through an annual process.
4. Work Plan: Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.
5. Representation: Serve as the Board's primary contact with the public.
6. Reporting: Report regularly to the Board on issues relevant to its governance responsibilities.
7. Board Conduct: Set a high standard for Board conduct and enforce policies and Bylaws concerning Directors' conduct.
8. Mentorship: Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.
9. Succession Planning: Ensure succession planning occurs for management, if any, and Board.
10. Committee Membership: Serve as a member on all Board committees.

(Section 24.02 Position Description of the President Elect - IMSA Ontario Trillium section By-Laws)

Shall utilize the IMSA Ontario Trillium Section file server for all files,(currently Google Drive).