



Advancing the Future of Public Safety



**Position:** Certification Chair

**Prerequisite:** Be a member in good standing with the IMSA International, IMSA Ontario Trillium Section, and have Ten (10) years Traffic operations experience.

**Term:** Each Chairman shall be appointed by the Board for a term of one (1) year.

**Amount of time required for position:** Ten (10) hours per month. This does not include optional Board meeting attendance. It also does not include time required to organize the Annual School or address and organize requests for On-site Certification Schools.

**Duties:**

#### **Position Description of the Certification Chair**

The Certification Chair is required to arrange the presentation of Certification and other schools for the Section. The Chair is required to keep a list of Approved Moderators and to interact with the IMSA International office regarding Certification program approvals, document submissions and enquiries regarding Certification.

#### **b) Responsibilities**

- Arrange and organize the Annual Certification and Training school. This includes negotiations with the event location, preparation of the school budget, procurement of the necessary supplies and submission of Certification Program approvals to IMSA International.
- Organize On-Site Certification and Training schools as requested. This includes the preparation and approval of the on-site school budget, procurement of the necessary supplies and submission of Certification Program approvals to IMSA International.
- Update the Approved Moderators listing and solicit potential new Moderators.
- Issue or arrange for the issue of Invoices related to the Annual School or On-site schools.
- Answer and respond to enquiries related to Certification.
- Collect and submit to the Treasurer all expenses for the Annual School or On-site Schools.
- Liaise with the IMSA International Certification Co-ordinator regarding updates and revisions to programs and processes.
- Assist the Budget Chairman in the development of the Annual Budget.



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- Prepare notices and articles for the Newsletter and website related to Certification and Training.
- Maintain Certification and Training materials and documents and ensure they are up to date.
- Prepare and track the Annual Training program detailing program names, dates and # of students in each.
- Attend Executive Board meetings as requested or desired.
- Shall provide reports and support to the Executive Board as requested.
- Shall perform duties and responsibilities in accordance with the organization's charter and by-laws.