



## BOARD OF DIRECTORS – POSITION DESCRIPTION

Founded in 1978, the Canadian Study of Parliament Group (the CSPG, the group) is a non-profit, non-partisan organization that brings together parliamentary staff academics, and public servants with an interest in the role, function and reform of parliamentary institutions. The CSPG is dedicated to enhancing the understanding of parliamentary government and institutions by promoting research and dialogue on legislative systems in Canada.

Managed and run by a volunteer Board of Directors (the Board), the CSPG organizes and undertakes various events and research publications that foster discussion and enhance knowledge of parliamentary government. CSPG's operations are supported by financial and other contributions of the Senate, the House of Commons, and the Library of Parliament.

Membership to CSPG is open to all parliamentary staff, academics, public servants and others with an interest in the role, function and reform of parliamentary institutions.

### COMPOSITION

The Board of Directors (the Board) of the Canadian Study of Parliament Group (the CSPG, the group) consists of at least 10, but no more than 15, directors, including members of the executive.

Among the Directors:

- one is a Deputy Principal Clerk from Procedural Services at the House of Commons;
- at least one is an employee of the Senate Administration;
- at least one is an employee of the Library of Parliament;
- at least one is an academic who teaches political science or a related field other than law;
- at least one is an academic who teaches law within a faculty of law;
- at least one is a public servant who works for an entity other than the Senate, House of Commons, or Library of Parliament; and

- at least four have English as their first official language and at least four have French as their first official language.

The Executive consists of Directors who occupy the following positions:

- President;
- Vice-President;
- Immediate past President;
- Secretary;
- Treasurer; and
- Communications Officer.

No person may be a Director if they are not capable of understanding both English and French.

The Board shall strive to ensure that its membership reflects gender parity and regional representation from coast to coast to coast and may appoint additional Directors to achieve this objective.

## **ROLES AND RESPONSIBILITIES**

The Board functions as a group, but each member of the Board has specific individual responsibilities. Further, to facilitate its work, the Board may establish committees and subcommittees.

Every member of the Board is expected to act honestly and in good faith in exercising their powers and discharging their duties with a view to the best interests of CSPG. Directors are expected to avoid any potential conflicts of interest and maintain confidentiality. Without limiting this general statement, the responsibilities of each Director include:

- attending and actively participating in an informed manner at Board, committee, annual general and special meetings;
- reviewing and approving the budget and audited financial statements;
- representing and promoting CSPG at events or in meetings with stakeholders and external groups;
- promoting and supporting the organization, events and initiatives through their networks;
- keeping current on issues and trends that affect CSPG; and
- chairing or serving on committees, as required.

Members of the Board are volunteers and, as such, serve without compensation. However, Board members attend CSPG events at no cost.

## **QUALIFICATIONS AND REQUIREMENTS**

Members of the Board are to attend monthly 1-hour meetings and are expected to contribute to committees of the Board and to assist in promoting, organizing and hosting CSPG events in a manner and frequency that ensures shared leadership, responsibility and workload for all members of the Board.

The Board functions as a group, but each member of the Board has specific individual responsibilities. Further, to facilitate its work, the Board may establish committees and subcommittees.

In addition, all members of the Board must:

- possess expertise and experience as it relates to the composition of the Board described above as set out in the CSPG's Constitution;
- demonstrate strong communication, listening and interpersonal skills;
- time management skills to meet demands of the role;
- be committed to a respectful environment (virtually and in person) in all interactions, including in the exchange of ideas and debate in the best interests of GSPG's purpose and membership;
- be committed to furthering diversity, equity, inclusion and accessibility in the development and delivery of CSPG events and initiatives in content, composition of panelists/presenters, audience and reach, as reasonably possible;
- be capable of understanding orally and in writing both official languages to facilitate the work of the Board and its committees in a manner that respects every Board member's choice to speak or write in their preferred first official language.

## **TERM OF OFFICE**

Two years, renewable.

## **DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY**

The CSPG believes in the inclusion of diverse voices and encourages applicants with membership in equity-seeking communities to apply.