



Therapeutic Touch® Networks of Canada **Réseaux Toucher Thérapeutique du Canada**

JOB DESCRIPTION FOR THE TTNC PRESIDENT

The President must be an experienced practitioner in Therapeutic Touch®. He/she must be familiar with the TTNC as a national non-profit organization, as well as be aware of how to build consensus in the decision-making process.

The President shall:

- preside at all monthly Board meetings as well as the AGM as the chairperson. All meetings held via Zoom platform.
- when necessary, will cast the deciding vote at Board meetings and AGMs.
- call special meetings when warranted for TTNC business
- authenticates, by his/her signature, any documents necessary to transact the business of the Network, including the co-signing of cheques with the treasurer.
- collaborate with the Secretary for agenda preparation for monthly Board meetings and the AGM.
- review minutes of meetings and documents prepared by the secretary
- appoint committees on consultation with the Board.
- be apprised of the work of all committees and assist when needed.
- submit updates/reports of TTNC activities to newsletters of the Networks.
- submit a report with relevant information and activities pertaining to the office of the president for the monthly board meetings.
- collaborate with the secretary and treasurer to submit necessary documents such as the annual return to the Federal Government.
- perform any other duties applicable to the Office as directed by the Board.
- communicate and represent, or appoint a designate when necessary, nationally and internationally.

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