

The Nova Scotia Chapter of the Canadian Evaluation Society is seeking nominations for Treasurer, Membership Chair and IT Chair to hold office for the period May 2014 to May 2016.

The volunteer Board meets once a month and is made up of dedicated members from NGO's, government and private sectors; some members are experienced evaluators and others are new to the field. If you are interested in offering your name for nomination to the Board or would like more information please contact Janet Ivory at ces.novascotia@gmail.com or at 902 424 2370. Nominations will be accepted until May 22, 2014.

What is the process?

Nominees will be appointed (single candidate) or elected (multiple candidates for the same role), then ratified by member vote at the Annual General Meeting being held on May 29, 2014 at 4:30 at the World Trade and Convention Centre in Halifax.

What are the responsibilities of these roles?

Treasurer

The Treasurer is responsible for financial management and maintaining financial records.

Constitutional Responsibilities
Prepare an annual budget based on planned program and activities to be approved by the Executive.
Carry out monthly financial operations, including: <ul style="list-style-type: none">• Prompt deposit of all revenue to the Chapter's bank account• Prompt bill payment and expense reimbursement• Bank reconciliation• Maintenance of accurate accounting records• Maintenance of physical files for storing all receipts, invoices, bank records and correspondence• Preparation of an income and expense statement and a balance sheet
Prepare a revenue and expense statement for each program or chapter event. Monitor the actual financial results against the approved budget and reporting at regular executive meetings. Provide an analysis of programs and activities deviating from budget.
Prepare year-end financial statements for the attention of the Executive and presentation at the Annual General Meeting.
Ensure that the bank records are up to date (i.e., signature cards have been signed by the appropriate Chapter officers.)

Membership Chair

The membership chair has overall responsibility for recruiting and retaining members.

Constitutional Responsibilities
Coordinate with the National office of the Canadian Evaluation Society on matters of membership in NS
Hold membership data for NS
Keep the NSCES Executive members informed on progress and issues pertaining to membership
Promote membership and supply membership materials at local meetings, and at other events
Contact members whose membership expires
Encourage membership in other ways as suggested by members of the executive

Technology Chair

The technology chair has overall responsibility for the chapter website development and maintenance.

Constitutional Responsibilities
Develop and maintain the website.
Lead the development of further electronic media resources to aid the chapter.
Familiarity with WordPress