

Draft CANI Job Description

The Post: Chairman

- 1 Main purpose of this post is to lead on the governance and organisation of the operational aspects of the Association.
- 2 This person is responsible to:
 - a. CANI President, committee and members
- 3 Responsible for:
 - a. Overseeing the running of CANI meetings and events.
 - b. Chairing CANI Council meetings
 - c. Providing a figurehead for the control of meetings and events.
 - d. To represent CANI on the BCU Board of Directors
- 4 The post is elected for a period of 1 year with the option to be selected for further office.
- 5 The duties that are involved in the job are:
 - a. Ensuring that an agenda is prepared for the CANI Council meetings
 - b. Chair CANI Council meetings (Bi-monthly).
 - c. Ensuring that minutes are taken and disseminated as required.
 - d. Ensuring that council members and delegates on committee keep focused on agenda items
 - e. Ensuring that actions are allocated to individuals or sub groups.
 - f. Ensuring that actions are implemented.
 - g. Attending the BCU Board of Directors meeting biannually.
 - h. Representing CANI at meetings with relevant organisations such as CAAN, Sport NI etc.
 - i. Other relevant duties as may be reasonably requested to ensure the efficient and effective working of CANI.

7 The rewards or benefits.

There is no remuneration for this post – however direct out of pocket expenses are payable for travel and subsistence.