



Canadian Study
of Parliament Group | Groupe canadien
d'étude des parlements

BOARD OF DIRECTORS

Position Description

Canadian Study of Parliament Group (CSPG)

Founded in 1978, CSPG 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 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 CSPG Board of Directors consists of at least ten (10), but no more than fifteen (15) Directors.

Among the Directors,

- one (1) is a Deputy Principal Clerk from Procedural Services at the House of Commons;
- at least one (1) is an employee of the Senate Administration;
- at least one (1) is an employee of the Library of Parliament;
- at least one (1) is an academic who teaches political science or a related field other than law;
- at least one (1) is an academic who teaches law within a faculty of law;
- at least one (1) is a public servant who works for an entity other than the Senate, House of Commons, or Library of Parliament; and
- at least four (4) have English as their first official language and at least four (4) 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.

The Board shall strive to ensure that its composition reflects gender parity and regional representation from coast to 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;
- 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 & 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.

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 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 CSPG'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 (2) years

Diversity, Equity, Inclusion and Accessibility

CSPG values a Board of Directors that is inclusive and barrier-free, and we encourage people who are Indigenous peoples, members of racialized groups, persons with disabilities and members of the LGBTQ2SI+ and other equity-seeking groups to become Directors.