



Canadian Institute of Nuclear Physics Institut canadien de physique nucléaire

Executive Director (ED) Duties & Responsibilities

Approved: November 24, 2010

1. ED Duties specified in Secs. G1,G2 of the CINP Bylaws:

DAY-TO-DAY MANAGEMENT OF THE CINP:

- The Board may hire an Executive Director (ED) to manage the day-to-day operations of the CINP.
 - Implicit in this is the expectation that the ED will attend Board meetings if requested and report to the President and the Board on these operations and any other issues of relevance.

INDIVIDUAL MEMBERS MEETINGS:

- The ED shall call the Annual Meeting of the Individual Members. The ED will normally prepare the agenda and chair the Annual Meeting, where the policies, activities and financial statements of the CINP will be presented and discussed.
- The ED may at any time call additional meetings of the Individual Members, if required.
- The ED may invite and permit a representative of NSERC to attend and observe any meeting of the Individual Members.

OVERSIGHT OF THE SCIENTIFIC WORKING GROUPS (SWGs):

- The ED may at any time call a meeting of the Chairs of the SWGs. For each meeting, the ED will normally prepare the agenda, chair the meeting, and ensure that secretarial duties are performed.

ADDITIONAL DUTIES:

- The ED shall perform such duties as may from time to time be prescribed by the Board.

2. Possible Additional Duties which could be assigned, pending the outcome of negotiations with the successful candidate:

ROLLING LONG RANGE PLAN (LRP):

- The ED will periodically solicit and coordinate input from the SWGs so that a "rolling LRP", which encapsulates the medium and long term goals of NP research by Canadian investigators, is maintained.
- The ED will represent the CINP at Major Projects Day and give an in-camera presentation to the SPES on these medium and long term goals.

LIAISON TO OTHER EXTERNAL AGENCIES:

- Participate in reviews and represent CINP on committees such as TRIUMF ACOT and SNOLAB equivalent bodies.

- Lead the CINP role in next NSERC subatomic long range plan, and other studies such as the Canadian submissions to the OECD Working Group on Nuclear Physics, and IUPAP Working Group 9 (Nuclear Physics).
- Coordinate lobbying efforts with IPP and other relevant bodies.

RECRUITMENT:

- Work with the Membership Director to build up the Institutional Member base and identify active nuclear physics researchers in Canada who have not applied for Individual Membership.
- The Board might eventually ask the ED to contact prospective Affiliate Members for their support (primarily corporate).

WEBSITE:

- Assist the webmaster so that the CINP website serves as a recruitment and outreach tool, as well as a repository of important documents.