

Duties and Responsibilities of the PCSI Executive Committee

PCSI's Executive Committee is made up 15 individuals; 4 elected officers, 9 elected members, and 2 emeritus positions. The four officer positions are: President, Vice-President, Secretary, and Treasurer. The 9 elected member positions are intended to represent all of the regions around the world. Positions become open on a rolling basis and once elected, each position's term is three years. The information below is a general guide intended to help those interested in running for a position understand what responsibilities elected officers assume.

The time commitment to serve as a committee member is not insignificant. The minimal responsibilities include: attendance at two, in-person, Executive Committee meetings each year, participation in e-mail discussions germane to the organization, and conference calls. Additional duties of Executive Committee members may include, but are not limited to, assisting in annual conference preparations or workshops, volunteering to lead organization activities and promoting the organization's mandate to further education and research initiatives in case mix methods and applications.

There are many benefits to serving on the Executive Committee. First, serving PCSI brings with it a unique opportunity to understand global classification developments and learning about experiences from all over the world. This knowledge together with the opportunity to raise the profile of case-mix classification systems and the establishment of personal and professional relationships is a great benefit to those serving. In recognition of the time Executive Committee members donate to PCSI, the organization has been committed to defraying travel and hotel costs for committee members to attend the EC meetings as much as possible and to the extent the budget of the organization allows. Depending on the financial situation of the organization or identification of new priorities, this could change.

President

1. Legally represents the association
2. Chairs the Executive Committee and the General Assembly meetings at the annual association conference
3. Takes primary responsibility for conference organization and liaison with the local conference organizing committee and organization
4. Approves budget execution and all income and expenditures of the organization
5. Provides advice and assistance to succeeding president
6. Maintains the charter of the association
7. Facilitates decision-making among the group
8. Provides overall leadership and direction to the association

Vice President

1. Assists and supports the president as required
2. Supports the president in being a liaison to the local conference organizing committee
3. Conducts the secretary election process, and/or the overall election process in the absence of the Secretary
4. Provides advice and assistance to succeeding vice president
5. Conducts and maintains voting records of the Executive Committee's decisions
6. Support the organization in maintaining and keeping an up-to-date membership database
7. Assist the President in providing leadership and direction to the association

Secretary

1. Responsible for producing minutes of Executive Committee meetings
2. Responsible for producing minutes of the General Assembly meeting
3. Assists the President in convening Executive and General Assembly meetings
4. Conducts the elections process (except the secretary election)
5. Supports the maintenance and ongoing development of the website
6. Manages the communication of the association to members, including sending e-mails, assisting the local conference organizers, and managing other member requests
7. Provides advice and assistance to succeeding secretary

Treasurer

1. Maintains day to day accounts of receipts and expenditures
2. Prepares and presents a draft annual financial report for the Executive Committee for review
3. Prepares and presents a final annual financial report for presentation and approval of the General Assembly
4. Prepares ad-hoc financial reports as requested by the EC
5. Provides advice and assistance to succeeding treasurer

Executive Committee Members

1. Attend Executive Committee meetings
2. Volunteer to take tasks as identified by the Officers or other Executive Committee members as important for the organization
3. Support newsletter content development and provide feedback
4. Provide suggestions for improving content of the organization's website
5. Assist the President, Vice-President, Secretary and Treasurer as needed
6. Assist local conference organizing committees as needed
7. Provide support to workshop organizers at the annual conference as needed
8. Continue networking within and across own region
9. Work to obtain sponsors for the annual association events (conference, summer and winter schools, etc)
10. Others as identified and needed