

# Personnel Selection Officer Association Terms of Reference

## President

1. Maintain contact with Executive PSOA Members.
2. Consult with CMP DPGP, as required (ie. for Retiree information and service dates from the Career Manager & other issues).
3. Be familiar with the 2004 PSOA By-Laws and Constitution.
4. Submit agenda items to the PSOA Secretary to prepare for the Executive Committee meetings and Annual General Meetings.
5. Chair the Executive and Annual General Meetings.
6. Keep receipts for PP&S expenses and submit to the PSOA Treasurer for reimbursement.



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