

The Ottawa Centre of the Canadian Meteorological and Oceanographic Society¹

1. Structure

As of 2021, there are 14 elected members of the Ottawa Centre Executive: Chair, Vice-chair, Treasurer, Secretary, Membership and Webmaster, Education Co-ordinator, Zoom Manager, Past Chair and six Members-at-large. All are members in good standing, in accordance with the CMOS By-laws (see **Annex 1**). The Centre benefits from appointing two student representatives, one from each of U. Ottawa and Carleton U.

As well, there are approximately 90 CMOS Members affiliated with the CMOS Ottawa Centre, and a further 250 people (from the Ottawa area, but also from different regions of the country) that participate in the Centre's activities by receiving news and notices, attending presentations, etc.

2. Mandate

Established at the discretion of the CMOS Council, a CMOS Centre has a mandate, as described under By-law 5(a) (**Annex 1**), that covers discussions on subjects related to meteorology or oceanography and the discussion of Society business.

Currently, the Ottawa Centre fulfills its mandate by holding regular meetings of the Executive (generally monthly), engaging in projects from time to time, supporting annual Science Fairs in Ottawa and Outaouais, occasionally hosting the annual CMOS Congress, and regularly hosting talks, generally one or two each month. Activities include seeking out interesting speakers, liaison with local universities, mentoring, and dialogue with early career scientists. The Centre actively promotes CMOS and seeks to increase CMOS membership.

The CMOS **Mission**: The Society exists for the advancement of meteorology and oceanography in Canada.

The Society's aim is to promote meteorology and oceanography in Canada, and it is a major non-governmental organisation serving the interests of meteorologists, climatologists, oceanographers, limnologists, hydrologists and cryospheric scientists in Canada.

<https://www.cmos.ca/site/about/cmos>

The Centre is granted an annual subvention from CMOS that enables it to carry out activities related to the Society's aim. The Centre is fiscally responsible.

3. Principles

Members of the Centre Executive agree to:

- i) conduct the Centre's business in an open and honest manner, taking a fair, ethical, respectful and objective approach.
- ii) respect the confidentiality of sensitive issues discussed or decided by the Executive.
- iii) be familiar with the CMOS Mission and Aims, and its By-laws.
- iv) provide input to the Centre relevant to the CMOS Mission and its Aims.
- v) support and participate in the activities of the Centre.

4. Roles and Responsibilities of the Ottawa Centre Executive

¹ The Canadian Meteorological and Oceanographic Society (CMOS) is the national society of individuals and organisations dedicated to advancing atmospheric and oceanic sciences and related environmental disciplines in Canada. <https://www.cmos.ca/index.html>

4.1 The Chair

- i) is responsible for the overall management of the Centre's affairs and may delegate responsibility and authority for specific duties/activities that are initiated in support of the Society's aim.
- ii) will represent the Centre as required (e.g. at meetings of CMOS Centre Chairs).
- iii) will plan and preside over meetings of the Centre.
- iv) shall, by 1 February of each year, submit to the Corresponding Secretary, a written report on the Centre's activities and finances during the previous calendar year.
- v) will ensure the holding of an election of members each year and will submit the results to CMOS Council in time for the CMOS Annual General Meeting.
- vi) will host regular 'luncheon' and other talks aimed at both technical and/or public audiences.
- vii) will liaise between CMOS and the Centre Executive, with respect to requests for input (e.g. on the Strategic Plan, various CMOS communiques, etc.).
- viii) will, at the end of his/her term, brief the incoming Chair and hand over any files necessary to the business of the Centre.
- ix) shall have the authority to co-sign cheques, with the Treasurer and/or Vice-chair

4.2 The Vice-chair

- i) shall assume all of the duties of the Chair in the absence of the latter.
- ii) will normally be nominated as a candidate for Chair in the succeeding year.
- iii) shall have the authority to co-sign cheques, with the Treasurer and/or Chair.

4.3 The Past Chair

- i) will be responsible for establishing the slate of nominees for election for the upcoming year.

4.4 The Treasurer

- i) shall supervise the Centre's accounts and ensure that the Centre's assets are maintained and managed in a fiscally responsible manner.
- ii) shall provide regular financial reports to the Centre and an annual financial statement to be included in the Centre's annual report to CMOS Council.
- iii) shall serve as the primary contact for financial institutions and shall have the authority to co-sign cheques with the Chair and/or the Vice-chair.
- iv) shall authorise the disbursement of the Centre's funds. Normally, disbursements require a decision of the Centre's Executive, duly recorded at a meeting of the Executive. However, subject to an upper monetary limit set by the Executive, certain payments can be made under his/her sole authority.
- v) shall supervise the management of and make recommendations regarding the Centre's investments, based on decisions of the Executive, duly recorded at meetings of the Executive.
- vi) will, at the end of his/her term, orient the new Treasurer and pass over any files.

4.5 The Secretary

- i) shall record the action items and maintain the minutes of the proceedings of the Centre's meetings.
- ii) shall be responsible for the preparation and distribution of agendas for meetings and for the distribution of relevant minutes of preceding meetings at least one week in advance of Centre meetings.
- iii) shall be responsible for the general correspondence of the Centre.
- iv) shall support (provide backup for) the activities of the Membership Officer in arranging for the maintenance of an up-to-date membership list and for the notification of members concerning upcoming deadlines.

4.6 The Membership Officer and Webmaster

- i) shall arrange for the maintenance of an up-to-date membership list and for the notification of members concerning upcoming meetings, events, etc.
- ii) shall post the minutes of past Centre meetings on the Ottawa centre web site.
- iii) shall maintain an archive of abstracts and presentation materials for past talks organized by the Centre.
- iv) shall liaise with CMOS national on matters related to the Centre's membership.

4.7 The Education Co-ordinator

- i) shall seek out and support opportunities for educational activities in which the Centre can contribute to the fostering of an interest in weather, climate and oceanography in the public, to educators and to young people (at primary and secondary school levels).
- ii) shall contribute to the Centre's support for local science fairs (Ottawa and Outaouais).
- iii) shall liaise with the CMOS School and Public Education Committee (SPEC) as needed.

4.8 The Zoom Manager

- i) shall oversee the technical operation of the Centres regular Zoom meetings.
- ii) shall acquire and manage the Centre's Zoom license.
- iii) shall co-host the Centre's Zoom sessions with the Chair.
- iv) shall provide a summary analysis of participation in each Zoom session.
- v) shall liaise with CMOS national on Zoom matters including the posting of the Centre's talks on the CMOS YouTube channel.

4.9 Members-at-large

- i) may be assigned specific responsibilities by the Centre Executive in consideration of the need to: liaise with other related bodies (e.g. CACOR, SCOR, etc);
- ii) may serve on special sub-committees (e.g. for projects);
- iii) may undertake special studies or analyses on behalf of the Centre.

Tasks without a lead, at present:

- Implementing a broader social media presence (e.g. Reddit; Instagram);
- Outreach.

Annex 1

THE CANADIAN METEOROLOGICAL AND OCEANOGRAPHIC SOCIETY BY-LAWS² AND APPENDICES, June 2020, SECTION 5 – Centres:

- a) Upon receipt of a written request from at least four members, Council may, at its discretion, create a Centre at a location in Canada or in Canadian territory (e.g. a Canadian Forces base abroad), for the reading of papers, the holding of lectures and discussions on subjects related to meteorology or oceanography and the discussion of Society business. Council shall have the power to dissolve a Centre at any time if the Centre ceases to meet its responsibilities as outlined in this ByLaw.
- b) The officers of a Centre shall include, but not be limited to a Chairperson, a Secretary and a Treasurer. The officers shall be members of the Society in good standing, elected annually by a simple majority vote of those members present at a Centre meeting.
- c) Notices of meetings of a Centre shall be sent to all members assigned to the Centre.
- d) By February 1 of each year, the Chairperson of each Centre shall submit to the Corresponding Secretary, a written report on the Centre's activities and finances during the previous calendar year.
- e) Council shall award annual subventions to permit the Centres to carry on activities related to the Society's aim.
- f) At no time shall the total liabilities of a Centre exceed its total assets.

26 March 2021

² <https://www.cmos.ca/site/about/cmos>, left sidebar: By-laws