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Position Description - President

Those responsibilities outlined in the **General Committee Position Description** document, and also:

1. General Responsibilities

The President is responsible for ensuring that the committee and its members:

- are aware of and fulfil their governance responsibilities;
- comply with applicable laws and the constitution;
- conduct committee business effectively and efficiently;
- are accountable for their performance. (see note 1)

In order to fulfil these responsibilities, and subject to the constitution, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of the committee, submits various reports to the committee, to funders, and to other "stakeholders", proposes the creation of sub-committees, appoints members to such sub-committees, and performs other duties as the need arises and/or as defined in the constitution.

2. Accountability

The President is accountable to the Committee or Members as specified in the constitution. The President may delegate specific duties to the Executive Committee and/or committees as appropriate; however, the accountability for them remains with the President.

Specific Duties

3. Meetings

The President ensures that an agenda is planned for General and Committee Meetings. This may involve periodic meetings with sub-committee chairpersons and the Executive Committee to draft annual and meeting agendas and reporting schedules.

The President presides over General Meetings. In this capacity, the President:

- chairs meetings according to accepted rules of order for the purposes of
- encourages all members to participate in discussion;
- arrives at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the constitution.

The President also performs the above duties for the Executive Committee.

3. Sub-committees

The President serves as an ex-officio member of sub-committees specified in the constitution. In this capacity, the President's role is

- to serve as a voting member of the sub-committee (if specified in the constitution);
- to negotiate reporting schedules;
- to identify problems and assist the sub-committee chairperson to resolve them, and if necessary, to bring them to the attention of the committee.

4. Organisational Planning

The President provides leadership to the committee, who sets policy and strategic direction. The President encourages committee's role in strategic planning, and is responsible to ensure that planning and planning reviews occur regularly, in accordance with organisational policies.

5. Community Relations

The President ensures that the organisation maintains positive and productive relationships with media, funders, donors, and other organisations. In this capacity, the President serves as primary spokesperson for the organisation.

Duties may include:

- representing the organisation to the media;
- representing the organisation on governmental or nongovernmental organisations and committees;
- timely and appropriate reporting of committee decisions and actions to members and/or funders and/or donors.

6. Signing Officer

The President is designated by the committee as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of the organisation.

7. Committee Development & Succession

The President ensures that structures and procedures are in place for effective recruitment, mentoring, training and evaluation of committee members to ensure the longevity of the organisation.

8. Fund Raising

The President ensures that structures and procedures are in place for securing the resources required by the organisation. This may require the President to play a leadership role in fundraising campaigns.

9. Delegation

Depending upon the organisation's needs and its constitution, the President may establish or propose the establishment of sub-committees of the Committee, and may assign tasks and delegate responsibilities to committee members.

Note 1

This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the President but it is not necessarily the President who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to committee members, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.