

Hidden Valley Community Association

President Position Description	Date Drafted <u>May 27, 2013</u> Date Approved <u>September 20, 2013</u> Date Revised _____
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The role of the President is to provide direction and leadership to all volunteer Board Directors, ensuring effective governance of processes and practices.

Specific Responsibilities of President

In addition to the general duties and responsibilities of all Directors, the President has these additional duties:

- Provide leadership to the Board of Directors
- Keep up-to-date on the activities of the Board Directors, providing direction and assistance where appropriate
- Knowledge of Board governance (By-laws and constitution) and ensure all Board Directors adhere to them
- Assist in the establishment and maintain the upkeep of the Policy Manual
- Willingness to lead and assist the Board in its development, which includes recruitment of new Board Directors and orientation
- Ensure everyone understands their role and how they fit in the organization; develop Organizational Chart
- Utilize the input from Directors, to work with the Treasurer in preparing an annual financial budget
- Work with the Secretary to prepare an agenda for each Board Meeting and the AGM
- Chair all meetings of the Board and Members
- Provide encouragement for participation in meetings and special events
- Ensure that the Board is properly informed about the operations of the organization, including vision and mission statement, and that activities are focused accordingly
- Evaluate the effectiveness of the Board's decision-making and communication process, recommend changes where appropriate
- Serve as ex-officio, non-voting member of all committees and attend meetings when needed
- Ensure an appropriate and measurable set of criteria are maintained to evaluate effectiveness of Board members
- Recognize Board member's contributions to the Board's work, and volunteer contributions to the betterment of the community
- Acts as primary signing authority for bank accounts, cheques, contracts and other documents pertaining to the community association
- Play a leading role in supporting fundraising activities
- Acts as the public and media spokesperson, promoting the association on matters of the Board; write a 'Message from the President' article in each Newsletter
- Prepare a report for the Annual General Meeting
- Consult with municipal, provincial and federal officials on matters affecting the community and surrounding area
- Attend Ward 4 Advisory meetings, Federation of Calgary Communities meetings and other external meetings as appropriate

Authority and Accountability

- The President is elected by and accountable to the members of the Hidden Valley Community Association
- The President serves as a member of the Executive Committee

Term

- The President is elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting.
- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position
- A Director must serve in an Executive position for a minimum of one (1) year, prior to nomination for President
- The President serves as Past-President for one (1) year following their term as President; acting as a non-voting advisory with respect to governance of the community association