



## POSITION DESCRIPTION

- Title:** **President**
- Authority:** The President is a member of the Board of Directors and the Executive Committee. General responsibilities and authority includes the interpretation of the Bylaws, responsibility for the trusteeship of the wellbeing of the Society, responsibility for policy development, and ensuring the efficient and sustainable operation of the Society.
- Term:** The **term of office** will be two (2) years and such elections will be staggered. The President will be elected in odd numbered years.
- General Board Duties:**
- Attend all Board of Directors, Executive and/or General Meetings.
  - Be familiar with the Society Bylaws and Policy and Procedures.
- Position Duties:**
- Preside at all Board of Directors, Executive and/or General Meetings and will be an ex-officio member of all committees.
  - Be responsible for the overall operations and policies of the Society, its employees and the Board of Directors.
  - Have signing authority, along with the Treasurer on all invoices, notes, cheques, debentures, and all other papers and documents which pertain to the finances of the Society.
- Qualifications:** Must be a member of the society, in good standing.  
Must pass a Police Information Check.
- Skills:**
- ~ Ability to speak in front of groups
  - ~ Able to chair meetings
  - ~ Have strong organizational skills