

President Duties & Responsibilities

- Commits to the vision, mission, and values of the Society
- Adheres to Brand Promise
- Provides leadership to the Board
- Supervises the Executive Director
- Serves as Chair of the Executive Committee
- Adheres to the bylaws and policies of the Society
- Ensures a respectful Board environment
- Conducts new board member orientation
- Introduce Board members at all events
- The President or his/her designate is the only person authorized to speak for the Board
- Acts as the official spokesperson on Society governance and policy issues
- Plans and chairs Board and Executive Committee meetings
 - Keeps meeting discussion content focused on agenda items
 - Encourages all Board members to play an active role in discussion
 - Ensures Board discussions are timely, fair, orderly, thorough, and adhere to time allotted
- Communicates weekly to ensure optimal operations and governance
- Schedules the annual performance review of the Executive Director with the Executive Committee
- Act as ex-officio member of all committees
- Participates in standing and ad hoc committee meetings
- Engages with local, provincial, and national agencies
- Obtains board support to initiate and monitor projects
- Ensures that the conduct of the Board is consistent with its own rules and those legitimately imposed upon it from outside the organization
- Seeks Board approval for the creation of ad hoc committees
- Provides orientation to the new President
- Acts as a signing officer
- Prepares position report for monthly board meetings and the annual general meeting