

**LIFESAVING SOCIETY  
BOARD OF DIRECTORS**

**Terms of Reference**

**Position:**                    **President Elect or Past President**

**Term of Office:**            One (1) year

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**Function**

Provide leadership, assistance and support for ongoing governance work of Board of Directors.  
Assist the Society for the transition in leadership.

**Committee Participation**

- Member of the Board of Directors
- Member of other Committee as required.

**Reporting Responsibility**

Report to the President.

**Duties and Responsibilities**

1. Work with the President to manage the transition and orientation to the position.
2. Advise the Board.
3. In the absence of the President, serve as the senior officer of the Lifesaving Society.
4. President Elect replace the Past President as Chairperson on the Lifesaving Society Nominating Committee.
5. Assume additional duties as allocated by the President.
6. Ensure effective internal communication as needed.
7. Represents the Lifesaving Society as required.
8. Participate in in-person and telecommunications meetings as required.

**LIFESAVING SOCIETY  
SKILL REVIEW**

**Position  
PRESIDENT ELECT**

*General*

- Next Lifesaving Society President

*Knowledge of the organization*

- Culture and norms of behaviour
- Values of the organization
- Vision, Mission statement, goals
- Branch structure / Board of Directors structure
- Discussion and decision-making process

*Desired Skills*

- Consensus building skills
- Chairing ability
- Strategic planning experience
- Conflict resolution skills
- Critical appraisal
- Personnel management
- Coordinating and managing skills
- Communication skills
- Presentation skills
- Representation skills (i.e. Values, Norms & Behaviour)

*Teamwork*

- Values and models this concept

*Broad conceptual ability*

- Vision
- Strategic thinking
- Future Direction

*Advocate*

*Connections, linkages and partnership*

- Relationship-building

*Leadership ability  
Change*