

POSITION: PRESIDENT

ACCOUNTABLE TO: Board of Directors

LENGTH OF APPOINTMENT: Two years as President, two years as Past President

OBJECTIVE : To supervise the affairs of the Newfoundland and Labrador Branch in accordance with the By-laws.

RESPONSIBILITIES:

1. Ensure the activities of the Branch meet the mission statement and objectives of the Society
2. Act as Branch liaison with the National Board of Directors and other provincial branches
3. Supervise functions of all Branch committees in conjunction with the President Elect and other senior members of the Branch
4. Effectively communicate and maintain relationships with partner organizations
5. Communicate with all committee chairs and other Branch officials
6. Chair all Branch meetings and other committee meetings as required
7. Monitor and maintain control of branch resources
8. Other duties as required by the Branch

TRAINING: Attend orientation meeting with Executive Director; ongoing assistance and guidance provided as needed.

DESIRED COMMITMENT: Approximately 5-10 hours per month.

RESOURCES:

1. Board Members
2. Executive Director who will serve as a point of contact and coordinate as necessary contacts with the Board.
3. Orientation Manual, current board minutes and Executive Director reports and financials.

QUALIFICATIONS: Previous background with volunteer board at a leadership level. Sound business knowledge and communication skills, both verbal and written.