



POSITION DESCRIPTION

ELECTED POSITION: PRESIDENT

(REVISED OCTOBER 2014)

PRESIDENT/CHAIR:

ROLE OF POSITION:

To oversee and maintain the overall function of the Forest Heights Community Association (FHCA) guided and directed by the Constitution, By-laws and the Policies and Procedures.

The President performs a strategic role in representing the vision and purpose of the FHCA. The President shall have such powers as may be reasonably construed as belonging to the chief executive of any organization. The President, subject to the direction of the Board, shall be charged with the general management and oversight of the overall policies, activities and affairs of the Association.

The **President** shall preside at all “membership” meetings but shall have no vote except in the case of a tie when the President shall cast the deciding vote. The President shall by virtue of the office be Chairman of the Board of Directors. The President shall be present at each annual meeting and present an Annual Report of the work of the Association. The President shall see all books, reports and certificates required by law are properly kept or filed.

Ensure the Board functions properly.

- Plan and chair meetings in accordance to the governing documents.
- Inform and update the board on the day to day issues, business and affairs
- Ensure matters are dealt with in an informed, orderly, efficient manner.
- Facilitate change and address conflict within the board./organization..
- Plan for recruitment and renewal of the Board of Directors.
- Communicate regularly with the City Facilitator and Administrative Co-Ordinator.
- Ensure that there is full participation at meetings, all relevant matters are discussed and informed decisions are made and carried out.

Represent the organization.

- Communicate effectively the vision and purpose of the organization.
- Advocate for and represent the organization at external meetings and events.
- Be aware of current issues that might affect the organization.
- Represent the FHCA at official functions.

DETAILED DUTIES AND RESPONSIBILITIES:

- Chair Board of Directors , Executive Officers and annual meetings.
- Review and recommend revisions to the FHCA's Constitution, By-Laws and Policies and Procedures as necessary prior to the Annual General Meeting.
- Prepare President's Message and verify the Executive List for the FHCA's fall, winter & spring newsletter.
- Be very familiar with programs and events organized by the FHCA.

- Maintain open communication and provide leadership and assistance to the Board and executive members, co-ordinators, assistants and instructors.
- Address queries, comments and conflicts in the community regarding the organization.
- Train and provide orientation to an incoming President.
- Monitor and enforce the Board and Program Codes of Conduct
- Inform and update the Directors on the ongoing affairs of the FHCA
- Provide broad level orientation to new Association members.
- Chair (or appoint a designate) Program Planning and Review committee.
- Collaborate with the City of Kitchener Staff to resolve issues.
- Communicate and liase regularly with the City of Kitchener District Facilitator.
- Ensure compliance to legal requirements governing not for profit organizations (ONCA)
- Evaluate the organizational structure and recommend appropriate enhancements
- Together with Board members plan to achieve the FHCA's goals.
- Plan and construct the business agenda for Board and Executive officer meetings.
- To be one of the three signing authorities on all FHCA cheques and legal documents.
- To coordinate with the Volunteer Coordinator people to fill vacant positions whether appointed or Board positions throughout the year as positions become vacant.
- Be the contact person on the Mayor's list for the FHCA.
- Act as ex-officio member of all committees.
- Coordinate the Annual General Membership Meeting.
- Abide by the FHCA Constitution, By-laws and policies and procedures.

REPORTS TO:

Forest Heights Community Association Board of Directors