

POSITION: President
TERM: Two-year term
TIME COMMITMENT: 12-30 hours/month

PRIMARY RESPONSIBILITY:

To oversee the work and activities of the organization in a manner that is timely and consistent with the goals and policies as set out in the minutes of meetings of the Board of Directors or in the by-laws of the organization with emphasis on Board Vision & Support, Board Management, and Corporate Governance.

MAJOR DUTIES:

The President will:

1. Be the presiding officer of all meetings of the Board of Directors and the Executive Committee except the AGM.
2. Establish Board meeting dates at the beginning of each planning year and call extraordinary meetings when necessary.
3. Direct the efforts of the other members of the Board.
4. Lead and direct the organization's forward-planning efforts.
5. Support the organization's goals and objectives by ensuring work plans and related actions are carried out and communicated to the members, and that copies of correspondence to and from the President are kept.
6. Oversee the relationship between the Board and the association management company to ensure that the work is conducted in a timely and thorough manner, and act as the senior interpreter of policies and practices, as well as ensure an annual performance assessment is completed and reviewed by the Board every two years.
7. Conduct an orientation session for the benefit of new Directors.
8. Act as the spokesperson for the organization when qualified and available to do so.
9. Maintain and develop the organization's relationships with other national and international groups.
10. Represent the organization as a member of the International Federation of Professional Organizing Associations.
11. Based on existing Affiliate Agreements, represent the organization by attending affiliate organizing association conferences.

DIRECT REPORTS: Directors, Association Management Company