

# President

## Role:

Coordinate the activities of the Association and ensure to the best of their abilities that the objectives of the Association are realized.

## Responsibilities:

1. Preside at meetings of the Executive and at the AGM of the Association.
2. Prepare agenda for each meeting and deliver by the day prior to meeting.
3. Appoint a member of the Executive to act as designate in the absence of the President and President Elect.
4. Ensure that all Executive members are given training in their duties.
5. Ensure that committees are organized and that they undertake and complete required tasks.
6. Signing authority for the Association bank accounts and any legal documents and contracts entered into by the Association.
7. Act on behalf of the Association and be its representative in dealings with government, outside agencies, the City of Saskatoon, public functions, and the media.
8. Oversee the contents of the newsletter and proofread the final edition.
9. Ensure regulatory filings are completed (ISC, insurance filings)
10. Ensure harmony amongst Association Membership
11. Provide Direction and Initiatives for the Association
12. The President is an ex officio to all committees

## Time Commitment: Moderate

- Term of office is two years (President and Past President)
- Monthly Executive Meeting – coordination and participation
- Committee meetings and various community activities.
- Representation of the Association to the City of Saskatoon
- and other outside agencies and Association functions as required.

## Skills Preferred:

Management

Commitment

Public Relations

Diplomacy

Leadership

Decision making

Coordination

Delegation