



CITADEL COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: President

Authority and Responsibility:

The Board of Directors is the legal authority for the Citadel Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Citadel's mission and vision.

Requirements:

Requirements of the President include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Member in good standing of the Citadel Community Association
6. Knowledge and skills in the areas of Board governance: administration, finance, area planning, programs and services and communications.

Term:

As outlined in the Bylaws of the Citadel Community Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be one year and will not exceed two years except under conditions outlined in the CCA Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws.

General Duties:

The President must:

1. Provide leadership to the Board of Directors.
2. Keep up to date on the activities of the Board members, providing direction and assistance where appropriate.
3. Ensure the Board adheres to its bylaws and constitution.
4. Work with the Secretary to prepare an agenda for each Board Meeting and the AGM.
5. Chair meetings of the Board, Executive Committee AGM and Special Meetings.
6. Provide encouragement for participation in meetings and special events.
7. Work with the Board to keep the organization's vision and mission current, and ensure the Board's activities are focused accordingly.
8. Evaluate the effectiveness of the Board's decision-making and communication processes and recommend changes where appropriate.
9. Ensure appointment of Committee chairpersons, including those needed for special projects that may arise from time to time.
10. Serve as an ex-officio member of committees and attends their meetings when needed.
11. Ensure an appropriate and measurable set of criteria are maintained to evaluate effectiveness of Board members.
12. Recognize Board members' contributions to the Board's work, and volunteer's contributions to the betterment of the community.
13. Act as one of the signing officers for cheques and other documents, such as contracts, grant applications and meeting minutes.
14. Play a leading role in supporting fundraising activities.
15. Promote the organization's purpose in the community and to the media.
16. Prepare a report for the AGM
17. Consult with municipal, provincial and federal officials on matters affecting the community and surrounding area.
18. Attend Ward 2 Advisory Meetings (generally held monthly), Federation of Calgary Communities meetings, and other meetings as appropriate.
19. Assist in establishing and maintaining the upkeep of the Policy Manual.
20. Utilize the input from committee chairperson's, to work with the Treasurer in preparing an annual financial budget.