



## Board of Directors Job Description: President

### Last reviewed:

<b>Authority:</b>	The Board of Directors is the legal authority for the Beddington Heights Community Association (BHCA).
<b>Term of Office:</b>	Two years
<b>Reports to:</b>	The BHCA Board of Directors

### General Duties/Requirements of BHCA Directors:

- Be adequately informed on BHCA matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the BHCA.
- Must be a member in good standing of the BHCA
- Review board conduct and monitor performance to ensure compliance with bylaws and policies.
- Speak positively of the BHCA and assist in developing and maintaining positive relations among the board, committees and communities to enhance the BHCA's mission.
- Help orient new board members.
- Prepare for and arrive on time for all required meetings
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the BHCA's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and submit all required government, AGLC, and grant reports in a timely manner.
- Prepare and present required reports at board meetings.
- Prepare and present an annual Committee report, as required, at the annual general meeting.

### Responsibilities of President:

- Provide leadership to the Board of Directors.
- Keep up to date on the activities of the Board members, providing direction and assistance where appropriate.
- Ensure the Board adheres to its bylaws and constitution.



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- Work with the Secretary to prepare an agenda for each Board Meeting and the AGM.
- Chair meetings of the Board, Executive Committee, AGM and Special Meetings.
- Provide encouragement for participation in meetings and special events.
- Work with the Board to keep the organization's vision and mission and ensure the Board's activities are focused accordingly.
- Evaluate the effectiveness of the Board's decision-making and communication processes and recommend changes where appropriate.
- Ensure appointment of Committee chairpersons, including those needed for special projects that may arise from time to time.
- Serve as an ex-officio member of committees and attends their meetings when needed.
- Ensure an appropriate and measurable set of criteria are maintained to evaluate effectiveness of Board members.
- Recognize Board members' contributions to the Board's work, and volunteer's contributions to the betterment of the community.
- Act as one of the signing officers for cheques and other documents, such as contracts, grant applications and meeting minutes.
- Play a leading role in supporting fundraising activities.
- Promote the organization's purpose in the community and to the media.
- Plan Annual General Meeting, including creating applicable reports.
- Consult with municipal, provincial and federal officials on matters affecting the community and surrounding area.
- Attend Ward 4, Federation of Calgary Communities meetings, and other meetings as appropriate.
- Ensure attendance at meetings that affect the residents of the community or the BHCA.
- Assist in establishing and maintaining the Policy Manual.
- Work with the Treasurer and applicable Committee Chairpersons in preparing an annual budget.