

Northern Hills Community Association

Serving Country Hills, Country Hills Village, Coventry Hills,
Harvest Hills and Panorama Hills

NHCA Board President Job Description

Summary: The President is the Association's Chief Executive Officer, and is primary spokesperson of the Association. S/he fulfills a coordinating, motivating and mediating role with the Association's Board of Directors, committees or any other group within the Association. S/he, by default, is a member of the committees set up by the Association.

Term of Office: Term of office is one year

Reports to: The Board of Directors

Primary Duties and Responsibilities:

1. President is expected to be fully informed on Northern Hills Community Association matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
2. Speak positively of the Association and assist in developing and maintaining positive relations among the board, committees, staff and communities to enhance the Association's mission and vision.
3. Demonstrate loyalty, commitment and fiduciary responsibility.
4. Keeps apprised of the concerns of people living in the community. In doing so, the President acts as the Association's "ear to the community".
5. Review the bylaws and recommend changes to the membership.
6. Approve the budget and other financial matters.
7. Acts as one of the signing officers for cheques and other documents such as contracts and grant applications.
8. Prepare a President's Message for each edition of Northern Hills News
9. Oversee all Communication to ensure a consistent message in the Northern Hills News, web-site, Facebook, Twitter and other medium.
10. Promotes the organization's purpose in the community and to the media and acts as spokesperson for the Association.
11. Represents the Association at public functions and before public bodies, including funders.
12. Plays a leading role in supporting fundraising activities.
13. Acts as a liaison between the NHCA and Federation/other community Associations/civic organizations.
14. Participates in the selection and release of any paid employees in consultation with other executive officers.
15. Provides leadership to the board by:
 - Encouraging board members to participate in meetings and activities
 - Focusing the board's activities on the organization's mission and vision
 - Arranging strategic planning sessions with the board.
 - Coordinating the planning of the Board's activities for the year ahead and plans for the Association's future. In this capacity, the President is responsible for ensuring that an ongoing planning process exists for the Association.
 - Reviewing the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
 - Preparing, in consultation with the Board Secretary, the agendas for Board and Executive Committee meetings.

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- Presiding at Board and Executive Committee meetings, making sure that they run smoothly.
 - Preparing for and arrive on time for all required meetings.
 - Developing, monitoring, reviewing and approving all policies and other recommendations received from the board, its standing committees and staff.
 - Ensuring that Board members have the information they need to make informed decisions.
 - Ensuring the board members are oriented, trained, evaluated and recognized for their contributions.
 - Providing orientation to the new president and other members of the Executive Committee.
 - Taking charge of the delegation of responsibilities, making sure that they are spread out equitably among the Board members.
 - Evaluating the effectiveness of the board's decision-making process.
 - Preparing and presenting required reports at board meetings.
 - Preparing and presenting an annual report at the annual general meeting.
16. Is responsible for committees by:
- Serving as an ex-officio member of all committees and attending their meetings when needed;
 - Ensuring that committee chairpersons are appointed
 - Ensuring the committee chairpersons are oriented, trained, evaluated and recognized for their contributions.
 - Maintaining contact with Committee Chairs, helping them to stay on track and monitoring whether they need any additional support.
 - Ensuring that all Board committees are properly served by Board members, other community members, and staff.

Important Qualifications or Skills:

1. Experience and skills in the areas of Board governance: administration, finance, area planning, programs and services and communications.
2. Some public speaking; at least to the degree of being comfortable chairing board meetings and/or conducting business
3. All the usual soft skills required for a supervisory/management role; e.g. leadership ability, people skills, good communication, organized
4. Dedication to NHCA vision & mission
5. Must be a member in good standing of the NHCA
6. Minimum one-year experience as a Board member or Committee Chairperson of NHCA

Time Commitment per Month (estimated average): President is an ongoing year-round role with a time commitment varying from a low of 15hrs/month to sometimes as much as 35; averaging between 20 and 25