



## **NORTHERN HILLS COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION - **PRESIDENT****

**Authority and Responsibility:** The Board of Directors is the legal authority for the Northern Hills Community Association (NHCA). 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 the NHCA's mission and vision.

### **Requirements of the President include:**

1. All Directors are expected to be fully informed on Community Association matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
2. Commit to the work of the organization.
3. Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
4. Speak positively of the Association and assist in developing and maintaining positive relations among the board, committees and communities to enhance the Association's mission.
5. Presides at Board and Executive Committee meetings, making sure that they run smoothly.
6. Coordinate 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.
7. Prepares, in consultation with the Board Secretary, the agendas for Board and Executive Committee meetings.
8. Presides at Board and Executive Committee meetings, making sure that they run smoothly.
9. Ensures that Board members have the information they need to make informed decisions.
10. Ensures that all new Board members get a proper orientation to the Board and to the Association.
11. Takes charge of the delegation of responsibilities, making sure that they are spread out equitably among the Board members.



12. Organizes the committees of the Board.
13. Maintains contact with Committee Chairs, helping them to stay on track and monitoring whether they need any additional support.
14. Ensures that all Board committees are properly served by Board members, other community members, and staff.
15. Takes an active role in fund raising.
16. Represents the Association at public functions and before public bodies, including funders.
17. 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 ".
18. Arranges strategic planning sessions with the board
19. Prepare for and arrive on time for all required meetings.
20. Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
21. Review the bylaws and recommend changes to the membership.
22. Approve the budget and other financial matters.
23. Prepare and present required reports at board meetings.
24. Prepare and present an annual report at the annual general meeting.

**Term:**

As outlined in the Bylaws of the Northern Hills 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 2 years and will not exceed two years except under conditions outlined in the Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws.

**General Duties:**

The President must:

1. 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
2. Ensures the board members are oriented, trained, evaluated and recognized for their contributions.

3. Evaluates the effectiveness of the board's decision-making process.
4. Demonstrate loyalty, commitment and fiduciary responsibility.
5. Acts as a liaison between the community Association and other community Associations or civic organizations.
6. Promotes the organization's purpose in the community and to the media and acts as spokesperson for the Association.
7. Is the primary liaison between the Association and Federation.
8. Participates in the selection and release of any paid employees in consultation with other executive officers.
9. Plays a leading role in supporting fundraising activities.
10. 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
11. Arranges for the orientation of committee chairpersons.
12. Is responsible for the board's agenda.
13. Chairs meetings of the Community Association according to Robert's Rules of Order or as designated in the bylaws and ensures meetings adhere to the agenda.
14. Acts as one of the signing officers for cheques and other documents such as contracts and grant applications.
15. Prepares a President's Report for the annual general meeting.
16. Must be a member in good standing of the Community Association

### **Role of the President**

The role that the President of the Board plays is different from all the other roles on the Board. It is the President's job to ensure that the Board operates as a team. You have to be concerned about getting the best out of each and every member of the Board. The President's role can be summed up in the term "leader".

As the President, the rest of the Board will look to you for leadership. This does not mean that the President should "run" the organization. It means that you have to spend time considering Board and



committee assignments to make sure that all the work of the Board gets done in the most efficient and effective way.

In addition to being an overall leader, the President should accept some specific responsibilities as well. Note that while the Board President is responsible for the activities listed, ensuring that something gets done does not necessarily mean doing the thing oneself. The Board President often acts in conjunction with other Board members and staff, and delegates the actual work of many of the tasks. It is, however, the Board President 's responsibility to make sure that delegated tasks actually get done.

### **Delegation**

One of the most important tasks as the Board President is to assist in assigning members to various committees. The purpose of the committees is to take one of the specific tasks of the Board (such as developing personnel policies or establishing the budget) and focus on that alone. The recommendations from all the committees then come to the full Board for final discussion and approval.

Getting the best from committees requires the President to delegate the task to the appropriate group and then to maintain ongoing contact with the committee without interfering with its work.

The first task is to find the right committee chair. Most associations develop a Board profile. Each Board member's name is written in the appropriate slot at the top and his/her skills, contacts and demographics are appropriately noted. Examine the Board profile that was developed after the most recent annual meeting. Take a look at all the committee chairs to be filled and do your best to match Board talents with committee needs (e.g. someone who is experienced in human resources may be appropriate to President the personnel committee). Remember, filling committees is exactly the same as filling paying jobs. You want the best person for the job, not necessarily the first person who volunteers.

After you have designated the people you need for committee chairs, repeat the task to fill out the membership of each committee. Depending on the association's by-laws, the Board President may work with the committees on this task. Whoever is choosing, it is important to remember that although a committee is chaired by a Board member, the rest of the committee members do not have to be board members. Find out who sat on committees last year. How did they do on the committees on which they sat last year? Did the committees accomplish their tasks? Try to evaluate committee performance just as you would employee performance.