

President
Position Description

Position: President

Authority and Responsibility:

The Board of Directors is the legal authority for the Winnipeg and District Branch of the National Association of Federal Retirees. As a member of the Board, a Director acts in a position of trust for its members and is responsible for the effective governance and financial accountability of the organization.

Requirements:

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, human resources, and advocacy.
3. Willingness to serve on committees.
4. Attendance at Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meeting.
7. Support of special events.

Term:

Directors are elected by the membership at the Annual General Meeting. Board Directors serve for a two-year term and may be re-elected to the same or new position. Board Directors shall not hold the same position for more than four (4) consecutive years. Director's term begins at the time of election.

General Duties:

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, and advocacy.

The President:

1. Provides leadership to the Board of Directors.
2. Makes sure the Board adheres to its bylaws and constitution.
3. Prepares the Board's agenda with input from Board Members.
4. Chairs meetings of the Board.
5. Encourages Board members to participate in meetings and activities.
6. Keeps the Board's discussions on topic by summarizing issues.
7. Keeps the Board's activities focused on the organization's mission.
8. Evaluates the effectiveness of the Board's decision-making process.
9. Makes sure that committee chairpersons are appointed.
10. Orients Board Members and committee chairpersons to the Board.

President
Position Description

11. Serves as ex officio member of committees and attends their meetings when needed.
12. Provides advice and acts as a sounding board to the Directors-at-large.
13. Makes sure there is a process to evaluate the effectiveness of Board members, using measurable criteria.
14. Recognizes Board Member's contributions to the Board's work.
15. Acts as one of the signing officers for cheques and other documents, such as contracts.
16. Promotes the organization's purpose in the community.
17. Prepares a report for the Annual General Meeting.

Review Date and Approval Date

The Nominating Committee annually reviews the President's job description.

Recommended changes are presented to the Board.

Approval by Board Meeting Dated: September 8, 2016

Review Date: September 8, 2016
