

POSITION TITLE: Chairperson or President

AUTHORITY

- The board of directors is the legal authority for the community league.

TERM OF OFFICE

- Term of office is 2 years.

GENERAL DUTIES/REQUIREMENTS

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- 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 league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

RESPONSIBILITIES

- 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
- Ensures the board members are oriented, trained, evaluated and recognized for their contributions.
- Evaluates the effectiveness of the board's decision-making process.
- Acts as a liaison between the community league and other community leagues or civic organizations.
- Promotes the organization's purpose in the community and to the media and acts as spokesperson for the league.
- Is the primary liaison between the league and EFCL.
- Participates in the selection and release of any paid employees in consultation with other executive officers.
- Plays a leading role in supporting fundraising activities.
- 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
- Arranges for the orientation of committee chairpersons.
- Is responsible for the board's agenda.
- Chairs meetings of the community league according to Robert's Rules of Order or as designated in the bylaws and ensures meetings adhere to the agenda.
- Acts as one of the signing officers for cheques and other documents such as contracts and grant applications.
- Prepares a President's Report for the annual general meeting.