

POSITION DESCRIPTION:

PRESIDENT

REVIEWED: March 16, 2015



1.0 PURPOSE

The President is responsible for the overall operation of the Club. The President is an ex-officio member of all committees and should offer guidance to committees in the area of finance and planning to keep in line with the Club objectives.

2.0 RESPONSIBILITIES

- Provide direction and leadership to the club
- Calls and presides over all board, coach, and special meetings, including the Annual General Meeting
- Prepares the agenda for all meetings
- Update Club By-laws every third year
- Provide guidance to all members of the Board of Directors
- Delegate responsibility to the Board of Directors members
- Responsible for communications with Coaches
- Responsible for administering contracts with Coaches
- Forms and chairs committee to discuss Club goals
- Forms and chairs Hiring Committee when required
- Responsible for organizing and chairing scheduling meetings with the Coaches
- Draft and publish the Club yearly schedule
- Represents the Club at the annual Ice Allocation Meeting, books and cancels arena ice times
- Reads and distributes all incoming correspondence
- Ensures that the Club follows the Skate Canada rule book and the Club By-laws
- Ensures manuals, by-laws and rule books used by the Club are current and maintained
- Attends Regional Meetings
- Has signing authority

3.0 REQUIREMENTS

- Good organizational skills
- Ability to communicate effectively
- Ability to work with a team and independently
- Ability to fulfill deadlines
- Make good decisions based on the best interest of the Club as a whole

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4.0 TIME COMMITMENT

- Two year term of office; August 1 - July 31 (elected in odd years)
- Estimated time;
 - Annual General Meeting (planning and attendance), 6 hours per year
 - Monthly Board of Directors meetings (planning and attendance), 24 hours per year / 8 meetings
 - Scheduling (development/publication), 2 hours per month / 40 hours per year total
 - Registration, 8 hours per year
 - Coach contracts and communications, 30 hours per year
 - Ice allocation meeting (planning and attendance), 4 hours per year
 - Regional meetings and involvement, 12 hours per year
 - Attending other meetings and various Club activities and sessions, 20 hours per year
 - General correspondence and involvement, 20 hours per year
 - Planning and research, 20 hours per year

Approximate total yearly commitment, 185 hours per year