

President's Role / Duties

Position/job title: President

General Duties of Assigned Portfolio

Goal of Portfolio

The President is responsible for providing structure to the board and to ensure that it remains on track administratively within its vision and commitments. The President is also responsible for maintaining strong effective and productive relationships between the Argonaut Rowing Club and its Affiliates and Stakeholders. The President is an officer of the corporation and the duties associated with that role are set out in the Club By-law.

Duties and Areas of Responsibilities

Primary responsibilities of the President include, but are not limited to the following:

1. Chair all Annual General Meetings and Special General Meetings of the club membership.
2. Chair all meetings of the board of directors.
3. Supervise and manage all general affairs and operations of the club.
4. Ensure that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.
5. Shall sign all by-laws and membership certificates with the secretary or other officer.
6. Member of the Argonaut Trust Committee as the Club representative
7. Responsible for stakeholder/affiliate relations (ARCA, Branksome, etc), including conflict resolution and lead in agreement negotiation.
8. Cast deciding vote in the event of tied vote on any issue at any meeting.
9. Facilitates board planning meetings on a annual basis (or as needed)
10. Act as club representative/spokesperson - at presentations, press conferences or radio and TV interviews, when public speaking is required
11. Reviews Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.
12. Review the performance of the Board and take steps to improve its performance annually.
13. Provide candid and constructive criticism, advice, and comments.
14. Build a collegial, constructive and respectful working relationship within the board that contributes to consensus.
15. Ensures that the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the club and its operations.
16. Serves ex officio as a member of club committees and attends their meetings when invited or requested.

17. Ensure that published reports accurately reflect the operating results and financial condition of the club.
18. Establish appropriate policies to define and identify conflicts of interest throughout the club, and diligently administer and enforce those policies.
19. Encourage the preservation of the traditions and historical continuity of the Argonaut Rowing Club.

Sub-committees and Reporting Positions

- Board Directors have a responsibility to provide details of major activities of the portfolio and any scheduled sub-committee meetings, to support the President's responsibility to monitor overall Board governance.
- Management Committee (outlined in Bylaws)
- Planning Committee (board of directors)

Evaluation

President's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Director's Signature: _____