



R.F.P. HUMAN RESOURCES

Position Title: President

Role Expectations:

1. Shall be the chief executive officer of the association.
2. Shall chair and be responsible for the agenda of all board meetings, general meetings and personnel committee meetings.
3. Shall call all board meetings and general meetings and set the agenda for the meetings.
4. Shall be (or designate a member to act as) the official representative of the association at meetings with other associations, agencies, and/or organizations.
5. Shall ensure that all resolutions, or orders passed by the membership, or the board are carried out.
6. In emergencies, the president shall act on behalf of the association without the consent of the board. This is not normal practice as the president shall consult the board whenever possible. If in fact this happens, the president shall attempt to have the board ratify these decisions at the next meeting.
7. Shall be responsible for signing, along with other appointed members of the association, all business matters of the association (minutes, financial transactions).
8. Shall be responsible for being in contact with board members and giving direction.
9. Shall chair the Personnel Committee.
10. Promote and maintain effective communication links with those organizations and appropriate government departments supporting the association through contributions and grants.
11. Shall be the official spokesperson for the association in all matters dealing with Government agencies and other like associations.
12. Shall be responsible for the Annual Board orientation.
13. Shall be responsible for the ongoing supervision of the Executive Director.
14. Shall be responsible for the Annual Review of the Executive Director.
15. Shall increase the Association's profile with the Provincial Government and related agencies.
16. Shall advocate for the members in Standard and Legislation development directly related to the recreation and leisure industry.
17. Shall delegate, or perform other duties as required.

Approved: January 26, 2017