



# DIRECTOR JOB DESCRIPTION

## PRESIDENT

<b>Job Title:</b>	1. President	<b>Revised Date:</b>	April 09, 2018
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	Two Years

### Description

The President is the chief executive officer and oversees the affairs of the Association and provides supervision and direction the Directors, including standards of performance, sphere of control, and disciplinary action.

### Key Accountabilities

- Oversees all matters relating to the daily operation and ensures compliance with the Association’s Constitution and Bylaws and Policies and Procedures.
- Schedules, presides over, controls and chairs Director Meetings. This includes overseeing the preparation of the agenda.
- Acts as Chairman of Annual General and Special General Meetings.
- Attends any and all meetings, as required, of regular or special committees of the Association and is authorized to appoint a member of the Board of Directors to act in their absence.
- Supervises the other Directors in the execution of their duties, as the Chief Executive Officer of the Association.
- Establishes and maintains contacts with other hockey-oriented regulatory and resource groups and shall attend (or appoints) for participation in VIAHA Executive Committee meetings and the BC Hockey Annual General Meeting.
- Acts as the Association’s designated spokesperson. At the discretion of the President, an alternate Director may be chosen to speak on behalf of the Association, particularly on specialized subjects which they have responsibility and expertise.
- Ensures the number of Directors necessary to manage Board affairs are retained and leads the appointment of vacancies as necessary.
- Acts as the signing authority for the Association in all legal matters.
- Directly oversees the development, refinement and updating of the Policies and Procedures, and official societal records including the Constitution and Bylaws.
- Attends monthly Director Meetings and prepares monthly President reports for Director Meetings.
- Disseminates and/or shares pertinent information from governing bodies of hockey to Directors and/or to members, where necessary.
- Assists other Directors in the administration of activities respecting their division as directed in the Bylaws and Policies and Procedures.

### Experience

To be eligible for President, a member must have served at least one year on the Board of Directors in other positions. Previous board or management experience is an asset.

### Typical Committees

Constitution and Bylaws Committee; Polices and Procedures Committee; Budgeting Committee