



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: PRESIDENT RESPONSIBILITIES

POLICY #: 4141

Created: August 17, 2017	Last updated: August 28, 2017	Approved: XXXX
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the President of the Fort Saskatchewan Minor Sports Association's (FSMSA) Board of Directors.

2.0 Scope

This policy only applies to the FSMSA President.

3.0 Terms

President – The elected leader of the FSMSA who may serve for a maximum of two terms of two years. He or she serves as Chair of the Board of Directors and Ex-officio chair of all committees and Minor Sport programs under the umbrella of the FSMSA. He or she must ensure that all Board members follow the Bylaws, Policies, and Procedures of the FSMSA, as well as those obligations imposed by statute or regulation. He or she has no authority to act outside the Bylaws and Policies of the FSMSA.

Annual Financial Statement – An audited statement of the FSMSA's receipts and expenditures for an entire fiscal year.

4.0 Policy

- 4.1 The President shall call at least one Annual General Meeting and act as its chair or appoint another member of the Board to do so. He or she shall also cause to be prepared the Annual Financial Statement to be presented to the Membership at the Annual General Meeting.
- 4.2 With assistance from the Secretary, the President shall plan and chair regular meetings of the Board of Directors (outside of the Annual General Meetings) or appoint another member of the Board to chair in his or her place. The President shall set the agenda of these meetings with input from the Board and ensure that the meetings are focused on issues of Board responsibility. In addition to meetings, the President shall also endeavor to attend events, games, and special functions scheduled by Minor Sport programs whenever possible.
- 4.3 The President shall present new matters of business to the Board and in conjunction with the Board, will formulate a plan of action. The President shall also bring attention to matters of old business that have not yet been addressed.



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- 4.4 The President shall ensure that the Board is properly informed concerning the operations of the FSMSA and that it has the information and opportunity necessary to make decisions within its purview. The President shall also ensure that there is a transparent decision-making process.
- 4.5 The President shall ensure that the Board works effectively as a team and that areas of overlap of responsibilities between the Board, the Minor Sport programs, and any of the paid employees or volunteer staff of the FSMSA are managed constructively. In the event of a conflict, dispute, or conflict of interest, the president shall ensure that matters are addressed sensitively and without bias.
- 4.6 The President is responsible for ensuring adequate communications and accountability to key stakeholders and to the public, as well as acting as the FSMSA's public and media spokesperson.
- 4.7 The President must cause to be prepared and/or secure any information requested by the Board, as well as sign all documents as the official representative of the Board.
- 4.8 The President is responsible for chairing the ad hoc committee that hires, fires, or replaces full or part-time employees, making staffing recommendations to the Board, and supervising the employees' daily work.
- 4.9 The President shall work with the FSMSA Treasurer to ensure that the FSMSA's Financial Policies are being adhered to.