

# Position Description

## President

President is a Director and Officer of Speed Skating BC..

### Term

A director has a normal term of office of two years. The President pursuant to Bylaw 9.1 must be elected in years that are not evenly divisible by two.

### President's Duties

1. The President is responsible for supervising the other Officers of the Association in the execution of their duties.
2. Responsible for chairing all Board and General meetings.
3. Prepares agenda for all Association meetings.
4. Ensures orientation of new Board Members.
5. Responsible for the overall administration of the Association and represents it as required.
6. Responsible for the Supervision of the Executive Director.
7. Annual performance review of the Executive Director.
8. Ensure the Association has an annual Operation Plan.
9. Responsible for the coordination, preparation, implementation and review of the Association's Strategic Plan.
10. Acts as the Internal Discipline Chair according to the Complaints and Discipline policy.
11. Consulted on the negotiation of all the Association's contracts and agreements.
12. Receives and reviews Association correspondence.
13. Attends meetings with the Government agencies and sports organizations including Speed Skating Canada and other pertinent meetings where needed. May appoint an alternate to act on the Association's behalf.
14. Ex-officio member of all committees.
15. Shall be the signing officer of the Association including being one (1) of the required signatures on all banking documents, including all cheques.

## General Duties of the Board

The general duties and responsibilities of all Directors shall be:

1. meeting and maintaining the qualification requirements of a director of a Society as dictated by the BC Societies Act;
2. complying with the BC Societies Act and its regulations, including maintaining an acceptable standard of care for the organization, acceptance of liability for decisions made and actions taken, and declaration of any true or perceived conflicts of interest between the Director and the Society;
3. complying with the Society's Constitution and By-Laws, policies and procedures, as properly adopted by the Directors and/or membership;
4. preparing for each Board of Directors meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings;
5. participating in the Board's governance role of oversight and accountability of the activities of the association actively participating in the Board's planning, monitoring and evaluation responsibilities;
6. submitting authorized expense claims plus required original receipts for approved expenses incurred on behalf of the Society in a timely manner.

## Time Commitment - Significant

The President is a highly visible member of the Association and can be expected to attend several meetings and be consulted on a regular basis in the operation of the Association. Additionally the Board meets approximately 11 times per year in addition to the Annual General Meeting.

The President will also represent the Association at the Speed Skating Canada Annual General Meeting and attend President calls from Speed Skating Canada.

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