**President Job Description**

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| **General Description:** The President is accountable for effective club governance and board and membership adherence to the club’s bylaws. The President chairs board of directors meetings and casts a vote on board member motions only in the event of a tie. The President has overall responsibility to ensure that MAVS has the personnel and processes in place to deliver a highly effective competitive swimming program for the community. |

**Term:** This is an elected position with a two-year term as per club bylaws

**Reports To:** Membership of Okotoks Mavericks Swimming

**Direct Reports:** Vice-President, Treasurer, Secretary, and Head Coach

**Detailed Description of Responsibilities and Duties**

**Operations**

* Ensures that the board of directors is performing their functions in accordance with their job descriptions
* Ensures that the club has long range goals and objectives and that the activities of the club are aligned to deliver those goals and objectives
* Acts as the official contact for the club concerning general MAVS affairs with Swim Alberta, Swim Canada and other swim clubs

**Human Resources**

* Chairs the head coach hiring committee and is accountable for ensuring adequate numbers of qualified coaching staff are available to run an effective competitive swim program
* Responsible for the correct administration of all staff contracts, salary negotiations and terminations

**Legal**

* Is an executive member of the MAVS board of directors
* Along with the Treasurer, is a signatory for all Alberta Gaming forms
* Is the club’s representative for the board of directors on all legal matters pertaining to the club
* Is the club’s official spokesperson for all governmental, legal and media communications in the event of any incident, accident or other circumstances warranting a cohesive and studied response from the club

**Financial**

* Oversees the financial planning and adherence to the annual club budget
* Has cheque signing authority on behalf of MAVS
* Approves all MAVS coaching staff expense claims

**Reporting**

* Provides a monthly report to the board of directors at all regular meetings
* Attends MAVS board meetings on a regular basis
* Prepares a report and presentation for the Annual General Meeting in May, the Fall General Meeting and any Special General Meeting