LA Swim Club

Job Title:	**President**
Term:	2 Years, voted in at AGM on even numbered years
Voting Privilege:	Voting privilege on all business, as per Bylaws.
Responsibility:	Accountable to the Board. Responsible for the oversight of the Head Coach/ Director of swimming. Member of the Executive Committee. Ex officio member of all committees and may be active member of any Committees. Has signing authority for club.
Requirements:	As per bylaw definition of member, must be an active member of LA Swim Club. Required to get a criminal record check.
Time Commitment:	-1 Board meeting per month -Varies, 2-5 hours per week -Meetings of other organizations as club representative, varies

Job Description

GENERAL DUTIES

- Provide leadership to the Board of Directors.
- Make sure the Board adheres to bylaws and policies.
- Prepare the Board meeting agenda with input from Board Members and Senior Staff.
- Chair meetings of the Board.
- Keep Board discussions on topic by summarizing issues and keeps meeting flowing.
- Keeps the Board's activities focused on the organizations mission and objective.
- Ensure proper procedure during debates, motions and votes.
- Chair meetings of the Executive Committee.
- Make sure committee members are appointed.
- Orientate new board members and committee chairpersons to the Board.
- Serves as ex officio member of committees and attends their meetings when needed.
- Acts as one of the signing officers for cheques and other documents such as contracts and grant applications.
- Plays a leading role in supporting fundraising activities.
- Promotes the organizations' purpose in the community.
- Prepares report for the Annual General Meeting.
- Monitor LASC president's e-mail account: lascpresident@live.ca
- Approve online banking transactions that require 2 approvals.
- Lead/ execute coaches performance evaluation yearly.
- Sign Society Annual Financial Return Prior to Dec. 31 each year.
- Provide report to newsletters as requested.

PREFERRED SKILLS

- Organized, good communicator
- Comfortable speaking in front of groups
- Knowledgeable about how swim clubs and boards operate.

Reviewed By:	2015/2016 Board	Date:	May 4, 2016

LA Swim Club

Approved By:	015/2016 Board	Date:	May 4, 2016
Last Updated By:	Lacey de Kock	Date:	March 22, 2016