

## POSITION STATEMENT: PRESIDENT

Note: The role of Board Chair will be held by the President of the Association

<p>In addition to the responsibilities of the President set out in the Constitution, the President is also responsible for the duties listed below. Statutory duties (i.e. those specifically required by law) are given in <b>blue bold type</b>.</p>	
<b>Governance</b>	Provide leadership to the organisation
	Ensure [in partnership with the Board] that the organisation's objectives, goals and mission are being followed
	Have a commitment to all Association programs
	Work with the Executive Officer to ensure [in partnership with the Board] that the organisation develops in the appropriate direction
	Work with the Executive Officer to ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion
<b>Planning</b>	Oversee [in partnership with the Board] the production of a Strategic Plan for the organisation
	Oversee [in partnership with the Board] the regular review and development of the Strategic Plan
<b>Meetings</b>	Ensure that appropriate standing orders are in place
	With the Board Secretary prepare the agenda in advance of the meeting
	<b>Chair Board meetings according to the Constitution and Standing Orders</b>
	Rule on issues of meetings procedure not covered in the Constitution and the Standing Orders
	Report to the Annual General Meeting on the situation of the organisation
	<b>Chair General Meetings according to the Constitution and Standing Orders</b>
<b>Administrative &amp; Management</b>	Serve on Board committees as required
	Liaise with Board committee chairs and report to the Board where appropriate
	Liaise with the National Representative School Sport Committee (NRSSC)
	Ensure that appropriate recruitment policies and procedures are in place for Executive Officer and other staff
	Liaise with the NRSSC to appoint the Executive Officer
	Ensure that appropriate personnel policies and procedures are in place for Executive Officer and other staff

	Oversee the annual performance review of the Executive Officer
	Oversee the management of the business of the Board
	Oversee the management of the recruitment, induction, and training of Board members [in partnership with the Board]
	Oversee the management [in partnership with the Board] of the assessment, review and renewal of the Board
	Oversee the management of the organisation's grievance procedures
	Ensure the harmony of Board deliberations. Where appropriate, undertake a consultative / intermediary role in any issue resolution
	Serve as liaison with the Executive Officer and, through them, to the staff
	In consultation with the Executive Officer, report to the Board on staff management issues
	In consultation with the Executive Officer and the NRSSC, draw up Executive Officer succession policy
<b>Media</b>	Under the organisation's Media Policy, serve as spokesperson for the organisation as appropriate
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Negotiation</b>	Work with the Executive Officer in negotiation with other organisations; report to the Board
<b>Legal</b>	Oversee staff to ensure that <ul style="list-style-type: none"> <li>• the modes of performance of all legal requirements are featured in the procedures' manual</li> <li>• the performance of all legal requirements is reported to the Board</li> <li>• the performance of all legal requirements is fully documented.</li> </ul>
	Ensure that all legal requirements are met
<b>Finance</b>	With the Treasurer, oversee the Executive Officer to ensure that the organisation's financial control procedures are adequate and that risk management strategies are in place