

President - Job Description

The President is the principle leader of the Calgary Patriots Swim Club (the “Club”) and has overall responsibility for the Club’s administration.

The President sets the overall annual Board of Directors (the “Board”) agenda (consistent with the views of the Club’s Members), helps the Board prioritise its goals and then keeps the Board on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective Board meetings.

Responsible To

The President is elected by the Club’s Members and is responsible for representing the views of the Members.

Responsibilities and Duties

The President’s responsibilities include, but are not limited to:

- Manage committee and/or Board meetings;
- Manage and support all other officer roles on the board;
- Prepare the agenda for Club Member meetings and send adequate notice of the meetings;
- When present, chairs all meetings of the Club and Board;
- Is an *ex officio* member of all committees;
- Acts as the spokesperson for the Club;
- Represent the Club at local, provincial, and national levels;
- Acts as the direct report for and performs an annual review of the Club’s Head Coach;
- Act as a facilitator for Club activities;
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the Members;
- Act as a designated signee for cheques drawn on the monies of the Club;
- Partner with the Club’s Head Coach to ensure Club goals/objectives are being met;
- Any other duties as may reasonably be assigned by the Board and Members;
- Option to move into honorary Past President Role on the board.

Knowledge and Skills Required

- Effective communication;
- Well informed of all organisation activities;
- Aware of the future directions and plans of Members;
- Good working knowledge of the constitution, rules, and the duties of all office holders and subcommittees; and
- Is a supportive leader for all Board and Club Members and Head Coach.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President of the Calgary Patriots Swim Club is five (5) hours per week.

The President is appointed for a two-year term but may be elected for additional consecutive terms.

Evaluation

Self and by the Board annually.

The Calgary Patriots is a competitive swim club dedicated to the overall development of individuals to their maximum potential.

