

President -- Job Description

JOB PURPOSE

Provides leadership for the Stratford and District Horticultural Society and oversees all of its operations.

DUTIES AND RESPONSIBILITIES

Oversees all the business and affairs of the SDHS.

Advocates for the mission and values of the SDHS in the broader community.

Provides leadership in planning and preparing for the future success of the SDHS

REQUIRED DUTIES

Be a member of all Committees, ex-officio

Approve the Agenda for regular and annual meetings.

Call special meetings as necessary.

Chair Board Meetings.

Chair a nominating committee prior to the AGM. Report back to Board meeting prior to the AGM.

AUTHORITY AND ACCOUNTABILITY

To co-sign checks, notices, acceptances and bills of exchange (any two of President, Secretary, Treasurer)

To co-sign contracts and documents requiring the signature of the Society. (President or Vice president together with the Secretary or Treasurer)

The Executive has the power, by resolution, to appoint any Director to sign contracts or documents relating to Special projects.

President – How To

General

Acts as the spokesperson for SDHS

Executes board-approved policies

Directs and oversees short and long term strategic plans

Chairs Board Meetings, and other meetings as required

Provides leadership to organization personnel through effective objective setting, delegation, and communication

Ensures that job descriptions are current

Administration

Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions

Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency

Recommends to the Board changes to policies and procedures that would improve the organization

Develops, maintains, and up-dates job descriptions pertinent to the organization

Submits all information, reports and records as requested or required by law to appropriate government officials or the board of directors

Develops and implements operational plans, policies, and goals that further strategic objectives

Financial

Maintains full awareness of the complete financial, statistical, and accounting records of the organization

Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget

Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting

Co-Signs checks

Ensures the preparation of the annual budget for board approval