

## **CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION VOLUNTEER ROLE DESCRIPTION**

### **Role: President**

#### **Authority and Responsibility:**

The Board of Directors is the legal authority for the Cascades in Royal Oak Residents Association. As a member of the Board, the President is in a position of trust for the community and is responsible for the effective governance of the organization.

The President keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The President must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Cascades RA's mission and vision.

#### **Requirements:**

Requirements of the President include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at quarterly Board meetings, committee meetings when needed, and Annual General Meetings.
4. Member in good standing of the Cascades in Royal Oak Residents Association
5. Knowledge and skills in the areas of Board governance: administration, finance, area planning, services and communications.

#### **Term:**

As outlined in the Bylaws of the Cascades in Royal Oak Residents Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be one year and will not exceed two years except under conditions outlined in the Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws.

#### **General Duties:**

The President must:

1. Provide leadership to the Board of Directors.
2. Keep up to date on the activities of the Board members, providing direction and assistance where appropriate.
3. Ensure the Board adheres to its bylaws and constitution.
4. Work with the Secretary to prepare an agenda for each Board Meeting and the AGM.
5. Chair meetings of the Board, AGM and Special Meetings.
6. Provide encouragement for participation in meetings and special events.
7. Work with the Board to keep the organization's vision and mission current, and ensure the Board's activities are focused accordingly.
8. Evaluate the effectiveness of the Board's decision-making and communication processes and recommend changes where appropriate.
9. Ensure appointment of Committee chairpersons, including those needed for special projects that may arise from time to time.
10. Serve as an ex-officio member of committees and attends their meetings when needed.
11. Ensure an appropriate and measurable set of criteria are maintained to evaluate effectiveness of Board members.
12. Recognize Board members' contributions to the Board's work, and volunteer's contributions to the betterment of the community.
13. Act as one of the signing officers for cheques and other documents, such as contracts, grant applications and meeting minutes.
14. Promote the organization's purpose in the community and to the media.
15. Prepare a report for the AGM
16. Consult with municipal, provincial and federal officials on matters affecting the community and surrounding area.
17. Utilize the input from committee chairpersons, to work with the Treasurer in preparing an annual financial budget.
18. Liaison with the Rocky Ridge Royal Oak Community Association in matters of area planning, roads, and any issues concerning the Cascades Residents.