

President's Roles and Responsibilities (Director Position)

GENERAL

Each Director is responsible for exercising their power with competence and diligence in what they reasonably believe to be in the best interest of the Club with loyalty, honesty and good faith (fiduciary duty). Directors ensure that all duties of their position are performed to the satisfaction of the Club as a whole, either alone, through delegation, or in collaboration with other Directors and their assistants.

Directors are required to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of the Club, including any issues that affect the Club. Directors must refrain from placing themselves in a situation where their duty as a director conflicts with their personal interest or with their duty to others and must abide by the terms of the Club Letters Patent, By-Law, and Code of Conduct.

The President is the **chief executive officer** of the club and is responsible for implementing the strategic plans and policies of the club and has general supervision of the affairs of the club. The President is also the **chair of the board** and presides at all meetings of the board of directors and of the members.

LEADERSHIP ROLE

The President is responsible for ensuring that the Board of Directors and its members are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct board business effectively and efficiently, and are accountable for their performance.

In order to fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board, to members, and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

The President provides leadership and advice to ensure that the Board and Committees function effectively and that members interact appropriately in a positive manner, and acts as mediator in the resolution of disputes.

The President represents the club at official functions, trials, demos, and other events. The President ensures that the organization maintains positive and productive relationships with its members, the media, donors, and other organizations. In this capacity, the President serves as primary spokesperson for the organization.

The President ensures that volunteers, instructors, judges and others receive rewards and recognition as appropriate.

ADMINISTRATION

The President ensures that an agenda is planned for board and general meetings and presides over these meetings. In this capacity, the President:

- Chairs meetings (of the Board and General) according to accepted Robert's rules of order for the purposes of
 - encouraging all members to participate in discussion;
 - arriving at decisions in an orderly, timely and democratic manner;
- Votes as prescribed in the bylaws

The President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or directors. The President serves as an ex-officio member of board committees. In this capacity, the President's role is to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

The President is one of the signing officers for official documents. In this capacity, the President is required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of the club.

OTHER PRESIDENTIAL RESPONSIBILITIES

- develops the strategic business plan and set goals
- coordinates the preparation and presentation to the membership of the annual budget and Annual Report of the Club
- negotiates a contract for the use and maintenance of the agility land and use of other facilities
- ensures a slate of candidates has been recruited for the next year's Board
- communicates Club activities, Board decisions, and progress on major club projects to the general membership
- ensures the club, its members and assets are adequately covered by insurance against fire, theft, third party liability and such other risks as seems prudent.