

# Position Description

## President

President is a Director and Officer of the BC Speed Skating Association.

### Term

A director has a normal term of office of two years. The President pursuant to Bylaw 9.1 must be elected in years that are not evenly divisible by two.

### General Duties\*

1. The President is responsible for supervising the other Officers of the Association in the execution of their duties
2. Responsible for chairing Board and all General meetings.
3. Responsible for the overall administration of the Association and represents it as required.
4. Responsible for the Supervision of the Executive Director.
5. Responsible to ensure the development and implementation of the Executive Director's job description.
6. Annual performance review of the Executive Director.
7. Responsible for the development of the Association annual work plan.
8. Responsible for applying discipline.
9. Prepares agenda for all Association meetings.
10. Chairs Board and Annual General Meetings.
11. Receives and reviews Association correspondence.
12. Attends meetings with the Government agencies and sports organizations including Speed Skating Canada and other pertinent meetings where possible. May appoint an alternate to act on the Association's behalf.
13. Ex-officio member of all committees.
14. Responsible for ensuring the negotiation of the Association's contracts and agreements.
15. Responsible for the coordination, preparation, implementation and review of the Association's Strategic Plan through Annual Planning Meetings.



16. Liaise with all Board Members, providing input and direction as necessary.
17. Monitors the performance objectives and commitments for each Board Member.
18. Ensures orientation of new Board Members.
19. Shall be the signing officer of the Association including being one (1) of the required signatures on all banking documents, including all cheques.

\*position descriptions are currently under review

## Time Commitment - Significant

The President is a highly visible member of the Association and can be expected to attend several meetings and be consulted on a regular basis in the operation of the Association. Additionally the Board meets approximately 11 times per year in addition to the Annual General Meeting.

The President will also represent the Association at the Speed Skating Canada Annual General Meeting and attend President calls from Speed Skating Canada.

**BC Speed Skating Association**  
724-8623 Granville Street  
Vancouver, BC V6P 5A2  
[bcspeedskating.ca](http://bcspeedskating.ca)

