



Date Drafted:	6/17/2021
Date Approved:	
Date Revised:	

**Role:** Volunteer President

**Time Commitment:** Approximately 8-10 hours per month

**Position Description:**

The role of the President is to lead all the business of the association by chairing board meetings, ensuring adherence to governance standards and planning for sustainability of the Association.

**Authority and Accountability:**

The Board of Directors is the legal authority for the Livingston Community Association. The President is accountable to the Board of Directors. 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 must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Livingston's mission and vision.

**Requirements:**

Requirements of the President include:

1. Commitment to the work of the organization.
2. Keeps apprised of the concerns of people living in the community.
3. Preside at Board and Executive Committee meetings, making sure that they run smoothly.
4. Coordinate the planning of the Board's activities for the year ahead and plans for the Association's future.
5. Prepare and present required reports at board meetings.
6. Prepares, in consultation with the Board Secretary, the agendas for Board and Executive Committee meetings.

**Term:**

The term shall be one year after election at each Annual General Meeting and shall not exceed two years as outlined in the Bylaws. Removal of a President shall also follow guidelines set out in the bylaws.

**General Duties:**

In addition to the general duties of all Directors, the President has these additional duties:

1. Be responsible for the general supervision of the Association.
2. When present, preside at and act as the chairperson of all Board, General, Special General and Annual General Meetings of the Association.
3. Acts as official spokesperson for the Association, but may delegate such authority to the Vice-President or such other member of the Board as required.
4. Be the principal signing authority on all contracts, official documents and correspondence of the Association, and a designated signing authority on all bank accounts of the Association.
5. Be a non-voting member of all committees of the Board.
6. Be a member of the Executive of the Board and the Nominating Committee.
7. Carry out other duties pertaining to such office, and such other duties as may be assigned by the Board.