

ROLE DESCRIPTION - President

Club Bylaw Responsibilities

1. Preside at all Board of Director and general meetings, and establish that a quorum is present for the legal conduct of each of these meetings.
2. Oversee the management of the Club.
3. Represent the club where and when required.
4. Act as liaison with the Vancouver Board of Parks and Recreation.
5. Be a member, ex-officio, of all Club committees.
6. Prepare and offer a report to the general meetings on the affairs and activities of the Board of Directors and the Club.
7. With the Vice-President and the Treasurer, prepare a budget for the forthcoming year for approval by the Board of Directors prior to presentation to the membership at the annual general meeting.

Reporting Relationships

Accountable to the Board of Directors and members of the Club. Accountable to the Park Board as described in the Operating Agreement.

Position Purpose

To further the mission of the Club in keeping with the constitution and bylaws, policies, procedures and the strategic plan of the Club

Key Responsibilities and Duties

1. Implement the Club's constitution and bylaws, policies and procedures.
2. Represent the Club as required in the broader bowling community.
3. Chair meetings of the Board of Directors and Annual Meeting.

4. Liaise with the Park Board regarding all matters of the Club; report re conditions of property (house and greens and membership numbers)

Scope

The president is the senior officer of the Club and its Board of Directors, and as such, represents members in all matters related to the operation of the club and its relations with other organizations

Tasks (including but not limited to the following)

1. Ensure that decisions taken at meetings of the Board of Directors and annual general meeting and resolutions are carried out.
2. With the Secretary, set the agenda for meetings and preside over those meetings.
3. Serve as ex-officio member of all committees.
4. Maintain visibility of the Club in the community.
5. Delegate activities and duties where appropriate.
6. Conduct meetings in a timely manner:
 - call meetings to order,
 - guide discussions and resolutions,
 - move the agenda along.
7. Propose or assist with the generation of policies and practices.
8. Facilitate the orientation of members of the Board of Directors.
9. Act in the case of conflicts that arise. Implement policies relating to disciplinary matters and breaches of the code of ethics and behavior.
10. Submit reports to stakeholders:
 - Board of Parks and Recreation
 - Members at general meetings.
11. Ensure that members of the Board of Directors are aware of and fulfill their governance responsibilities.

14. Represent the Club in the broader bowling community; attend meetings of V & D and Bowls BC.

15. Mentor the Vice-President for possible role as President and assign duties as needed. Assist with recruitment and training of a Club member if the Vice-President is unable to take on the position.

12. Act as a signing officer.

13. With the Treasurer and Vice-President, prepare a budget for the forthcoming year.

August 2019