

President – Job Description
Term: 2 year

- ✓ Attend and conduct all monthly meetings as scheduled. A meeting agenda is prepared by the President prior to the monthly meeting and emailed to the executive.
- ✓ Attend and conduct the Annual General Meeting with the assistance of the Executive.
- ✓ The executive is to provide information of items of discussion to the President for up coming meeting agendas minimum of one week prior to the scheduled meeting.
- ✓ Provide mentorship and guidance to special committees organizing events throughout the calendar year.
- ✓ Review and approve outlines for events. To include event time, date, expected expenditures, volunteers, and other pertinent details.
- ✓ Review and approve news letter publications prior to submitting to printer.
- ✓ Monitor and assist Shelter staff as required. IE: scheduling/rentals/supplies/lock up procedures/maintenance
- ✓ Obtain and maintain signing authority on both bank accounts and term deposit at the Parkland Savings & Credit Union – South Hill Branch: General Account, Casino Account.
- ✓ Oversee the day to day operations of the West Park Community Association.