



The Madawaska Club of Go Home Bay

1898

POSITION DESCRIPTION FOR PRESIDENT

The board of directors (the “**Board**”) of The Madawaska Club of Go Home Bay (the “**Club**”) shall select one of the members of the Board to be appointed as President.

The duties and responsibilities of the President are generally as follows:

Leadership and Governance

- Providing overall leadership to manage the Club in the best interests of its members and the Club as a whole and to enhance the effectiveness and performance of the Board, the committees of the Board and Club, and individual directors of the Board.
- Provide leadership, in conjunction with the Board as a whole, in establishing the Club's strategic direction, annual corporate plans and budgets.
- Ensuring that the Board is provided with timely and relevant information as is necessary to effectively discharge its duties and responsibilities, and ensuring that matters requiring decisions by the Board are brought to the Board's attention in a timely fashion.
- Fostering ethical and responsible decision making by the Board, the committees of the Board and individual directors.

Board

- Ensuring the Secretary is causing the Board to meet according to its regular schedule and otherwise as required.
- Chairing the meetings of the Board, including requiring appropriate briefing materials to be delivered to the Board in a timely fashion, stimulating debate, providing adequate time for discussion of issues, facilitating consensus, encouraging full participation by individual directors and ensuring clarity and due recording of decisions of the Board.
- Ensuring that the Board have the necessary resources to support their work, in particular, accurate, timely and relevant information.
- Creating a cooperative atmosphere where directors are encouraged to openly discuss, debate and question matters requiring their attention in a constructive and productive fashion.

Committees

- Ensuring that the duties and responsibilities of the committees of the Board and the Club are carried out in accordance with the instructions and objectives of such committees.
- Assisting the committees of the Board and the Club in bringing their recommendations forward to the Board and, as applicable, members of the Club for consideration.

Members

- Chairing meetings of the members of the Club.

- Acting as primary liaison between members and the Board.

Other Duties

- Chairing meetings of the members of the Club.
- Acting as Board liaison to the Georgian Bay Association, or, with the permission of the Board, delegating this responsibility to another director.
- Carrying out such other duties and responsibilities as the Board may request from time to time.

Dated: November 2021

Approved by: Board of Directors of the Club