**SAMPLE TEMPLATE**

**Position Title: Chairperson or President**

Authority

* The board of directors is the legal authority for the community league.

Term of Office

* Term of office is \_\_\_ years.

General Duties/Requirements

* A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
* Commit to the work of the organization.
* Review the board’s conduct and monitor its performance to ensure compliance with bylaws and policies.
* Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league’s mission.
* Orient new board members.
* Prepare for and arrive on time for all required meetings.
* Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
* Review the bylaws and recommend changes to the membership.
* Participate in the development of the league’s organizational plan, annual review and budget.
* Approve the budget and other financial matters.
* Prepare and present required reports at board meetings.
* Prepare and present an annual report at the annual general meeting.

Responsibilities

* Provides leadership to the board by:
	+ encouraging board members to participate in meetings and activities
	+ focusing the board’s activities on the organization’s mission
* Ensures the board members are oriented, trained, evaluated and recognized for their contributions.
* Evaluates the effectiveness of the board’s decision-making process.
* Acts as a liaison between the community league and other community leagues or civic organizations.
* Promotes the organization’s purpose in the community and to the media and acts as spokesperson for the league.
* Is the primary liaison between the league and EFCL.
* Participates in the selection and release of any paid employees in consultation with other executive officers.
* Plays a leading role in supporting fundraising activities.
* Is responsible for committees by:
	+ serving as an ex-officio member of all committees and attending their meetings when needed;
	+ ensuring that committee chairpersons are appointed
* Arranges for the orientation of committee chairpersons.
* Is responsible for the board’s agenda.
* Chairs meetings of the community league according to Robert’s Rules of Order or as designated in the bylaws and ensures meetings adhere to the agenda.
* Acts as one of the signing officers for cheques and other documents such as contracts and grant applications.
* Prepares a President’s Report for the annual general meeting.