

HASTINGS COUNTY HISTORICAL SOCIETY

SCHEDULE A of BY-LAW No. 1

POSITION DESCRIPTION of the PRESIDENT

General Role Statement and Responsibilities

The President, when present, shall preside at all meetings of the Members of the Society and the Board of Directors.

The President shall also be charged with the general management and supervision of the affairs and operations of the Society.

The President, with the Secretary or other Officer appointed by the Board for the purpose, shall sign all by-laws.

During the absence or inability of the President his/her duties and powers may be exercised by the Vice President, or such other Director as the Board may from time to time appoint for the purpose of exercising those duties.

1.01 - Governance Roles

The President shall:

- a. enforce policies and by-laws concerning conduct of the Board Directors that facilitate co-operative relationships among Directors and provide leadership to the Board setting a high standard for Board conduct;
- b. co-ordinate Board activities that fulfill its governance responsibilities and ensure that the Board discusses all matters relating to its mandate;
- c. ensure the integrity of the Board's process by serving as the Board's central point of communication with the Directors;
 - ii. providing guidance regarding the Board's expectations and concerns;
 - iii. developing standards for the Board, in collaboration with the Directors, that include formats for reporting to the Board, and the level of detail to be provided to ensure that goals are met through shared decision-making;

- iii. ensuring that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.
 - iv. reporting regularly to the Board on issues relevant to its governance responsibilities.
- d. represent the Board and the Society to outside parties serving as the Board's primary contact with the public.

1.02 - Agendas

The President shall:

- a. establish agendas aligned with annual Board goals, and preside over Board meetings;
- b. ensure meetings are effective and efficient for the performance of governance work;
- c. ensure that a schedule of Board Meetings is prepared annually.

1.03 - Mentorship

The President shall:

- a. serve as a mentor to other Directors;
- b. ensure that all Directors contribute fully;
- c. address issues associated with under-performance of individual Directors.

1.04 - Succession Planning

The President shall:

- a. ensure that the Board is aware of the importance of succession planning;
- b. ensure that such planning takes place.

1.05 - Committee Membership

The President shall:

serve (ex-officio) as a member on all Board committees.