



## President Role Description

Last updated: September 20th, 2023

### **Description of role:**

The President is the Chair of the Board of Directors and leads the other directors in the execution of their duties and supervises and directs the Executive Director in day to day matters. They are also the voice of the board to the staff via the Executive Director. It is recommended that the President have previously served on the RNSC board.

### **Board member requirements:**

All members of the board are expected to adhere to the conduct and responsibilities outlined in the General Board Role Description:

[https://drive.google.com/file/d/1P6AP7maPB\\_a360iTd-WQd6BqM3RG2fh1/view?usp=drive link](https://drive.google.com/file/d/1P6AP7maPB_a360iTd-WQd6BqM3RG2fh1/view?usp=drive_link)

### **Specific duties for the President:**

- Serves as the primary ambassador and advocate for the RNSC.
- Chairs board meetings:
  - Sets the agenda in consultation with the Executive Director.
  - Directs the conversation of the meeting and works to accomplish the items set out in the agenda in a timely fashion.
  - Directs discussion items to committees if needed.
  - Holds people responsible for the action items delegated to them at previous meetings.
  - Directs the discussion and voting surrounding motions brought to the board.
  - Works to resolve or suggest positive pathways forward for any deadlock in meeting discussion.
- Reviews meeting minutes in a timely fashion before they are put to the whole board.
- Either the President or the Secretary reviews all official RNSC correspondence, including the Nordic News, for content and suitability before it is sent out.
- Represents the club to government and other agencies.
- Shares financial responsibility with the Treasurer.
- Has signing authority for the club's finances.

- Ensures a smooth transition to the new President at the end of their term.
- Is the Club's Privacy Officer as per our Privacy Policy and deemed necessary under BC's *Personal Information Protection Act* (PIPA):

## ***Part 2***

### ***Compliance with Act***

*4 (3) An organization must designate one or more individuals to be responsible for ensuring that the organization complies with this Act.*

*(4) An individual designated under subsection (3) may delegate to another individual the duty conferred by that designation.*

*(5) An organization must make available to the public*

*(a) the position name or title of each individual designated under subsection (3) or delegated under subsection (4), and*

*(b) contact information for each individual referred to in paragraph (a).*

- The Privacy Office is responsible for ensuring Club compliance with the PIPA, the RNSC Privacy Policy, or any applicable privacy legislation. They can delegate the actions to other. BC Government description of Privacy Officer: <https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/protect-personal-information/privacy-officers>

## **RNSC committee obligations:**

The President, as with all board members, is welcome to join and/or chair RNSC committees.

The President:

- Is a member of the Finance Committee.
- Is who the Health and Safety Committee reports to.
- If there is no other board member on a Standing Committee then the President must be a member.