## A close-up of a logo Description automatically generated

## President (executive, elected)

**Job Description**

Each President has their own style and method of doing things. The tasks that must be accomplished are many and whether the president directly does these tasks or delegates them to others depends on the time available to the President and his/her method of working with others. Ultimately, the President must be responsible for ensuring that all the required tasks are being done by someone

The tasks that fall under the president’s responsibilities include:

* **Meetings**: The President chairs the monthly meetings of the Skating Club and the Annual General Meeting, which is held in October. At these meetings, the President usually sets the agenda. In chairing the meetings, it helps to review previous year’s minutes to ensure that important things are being dealt with. Facilitates discussions to ensure all aspects are heard and respecting the time of all committee members. It helps to have the Secretary prepare an action list to be distributed with the minutes before each meeting. The President may represent the Club at the annual Ice User’s Meeting or assign to another Board Member to attend.
* **Committees**: The President is also a member of any committee of the Skating Club during his/her term of office. This may include the Ice Show committee, Hiring committee, Admissions committee, the Planning committee(s), Competition Committees etc.
* **Consultation**: The President is a sounding board for all those with problems. This is one of the more challenging aspects of the job, as it occasionally seems that only bad news is given. A sense of humor and perspective is required. It often helps to consult with others and to try and make decisions with best interests of the skaters in mind.
* **Planning**: The President must ensure that the skating year is well planned by meeting with the Treasurer, the Vice President, the Coach’s Rep, and other board members.
* **Representation**: The President represents the Skating Club at the NWTFSA, Section AGM, Skate Canada ACGM and can vote at these meetings. The President may also pass the club vote to a proxy if unable to attend these meetings. The Club pays the expenses for the President to attend these meetings unless costs are being covered by another organization.
* **Communication**: Responsible for ensuring clear and timely communication among all members.
* Advocates for the YKSC with Skate Canada, Skate Alberta/NWT/NU section, City of Yellowknife and others.
* Maintain a working knowledge of all Skate Canada, Skate Alberta/NWT/NU, and YKSC policies.
* Maintain all Skate Canada requirements to be an active member – BackCheck, Respect in Sport certification, etc.

**Signing Authority:** Yes

**Length of Term:** 2 years (elected in even years) **Vote:** Yes – but only to break a tie