

CORKERY COMMUNITY ASSOCIATION

Position--President

Duties and Responsibilities

Under the general direction of the CCA Board of Directors, the President shall, if present, preside at all meetings of the Executive Committee and of members. He/she shall sign all instruments that require his/her signature and shall perform all duties incident to his/her office and shall have other powers and duties as may from time to time be assigned to him/her by the Directors. Duties associated with this position include, but are not limited to:

- chairing all meetings and ensuring that all meetings run on schedule and follow the agenda.
- chairing the Annual General Meeting and presiding over election of members to the Board;
- representing CCA at regular meetings of Presidents of West Carleton community associations, and acting as liaison between CCA and the City of Ottawa;
- assisting in setting up sub-committees as required to achieve CCA goals;
- acting as primary point of contact for all CCA correspondence;
- authorizing and signing for all CCA expenditures;
- ensuring that all decisions of the Board of Directors are carried out
- resolving any conflicts which may arise between members of the CCA Board of Directors.

Knowledge and Abilities

Candidates for the position of President should have the following basic knowledge and abilities:

- the ability to motivate and provide broad general direction to members of the CCA Board of Directors;
- the ability to prepare well-written proposals and reports and present such proposals and reports to a wide range of audiences;
- the ability to deal effectively with municipal officials, elected officials, board members and the general public.
- access to and familiarity with e-mail for communication purposes.

Commitment

This position requires, on average, a time commitment of eight hours per week.