



Skate **ABC Skating Club**

Position Description—President

Purpose

The President is responsible for the overall operation of the Club.

You will guide the Club to achieve the mission of enabling everyone to participate in skating throughout their lifetime for fun, fitness and / or achievement.

Responsibilities

- Provide direction and leadership to the Club
- Calls and presides over all executive, coaches, general and special meetings according to the Club's Procedure for Meetings
- Develops agendas for all meetings
- Update Club By-laws every third year
- Ex-officio or regular member of all Club committees.
- Provide guidance to all members of the Club Executive
- Delegate responsibility to the Executive Committee Members
- Be familiar with the Club's operations.
- Responsible for communications with Club employees and Coaches
- Responsible for signing and administering contracts with Coaches
- Forms and chairs committee to discuss Coaches' appraisals and Club goals
- Primary Club contact between skaters, parents, Coaches and the Club.
- Forms and chairs Hiring Committee when required.
- Books and cancels arena times. Represents the Club at annual Arena Users' Meeting
- Reads and distributes all incoming correspondence.
- Writes the Club's Monthly Newsletter
- Ensure the Club follows the Skate Canada rulebook and the Club By-laws.
- Ensure the manuals, by-laws and rule books used by the Club are current and maintained
- Has signing authority
- Attends Region Meetings.
- Maintains historical records.



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Qualifications

Good organizational skills
Access to a computer
Ability to communicate effectively
Ability to work both with a team and independently
Ability to make deadlines
Ability to make good decisions based on the best interests of the whole Club

Time Commitment

Two-year term of office, August 1 to July 31

Estimated Time:

General Meetings	3 hours twice a year
Executive Meetings	7 hours (prep and attendance) per meeting for 8 meetings
Registration	8 hours
Writing 7 Newsletters	3 hour each
Mail and Correspondence	2 hour per month
Coaches' Contracts and Communications	10 to 12 hours
Arena Users' Meeting	4 hours
Attending other Committee Meetings	3 hours per month
Attending other Club activities and sessions	3 hours per week minimum
Planning and research	2-3 hour per week