



SPORTNORTH
Promotion & Development of Amateur Sport in the Northwest Territories

SPORT NORTH FEDERATION PRESIDENT JOB DESCRIPTION

1. ROLE AND RESPONSIBILITIES OF THE PRESIDENT

A. Role of the President

- To keep the Board focussed on advancing the mission and plans of the Federation;
- To ensure the Board develops policies and strategies that guide the Federation;
- To ensure the relationship between the Board and Executive Director remains positive, constructive and professional at all times;
- To play a leading role in communicating externally the mission and core values of the Federation, and information about Federation's activities that is consistent with the views of the Board of Directors;
- To represent the collective will of the Board in communicating with the Executive Director;
- To represent the Federation at meetings and events with external bodies;
- Except as noted elsewhere in the *Governance Policies*, to bind the Federation only with the consent of the Board of Directors; and
- To carry out his/her responsibilities as a Director and Officer of the Federation.

B. Responsibilities of the President

I. Leadership of the Board

- Ensures that the Board carries out its responsibilities as defined in the Federation's By-laws and *Governance Policies* and other policies of the Federation;
- Ensures that the Board attends to its internal governance functions, including those related to the orientation of Board candidates and to the Board's evaluation of its own performance;

- Recommends to the Board the appointment of the chairs of Standing and Special Committees, except the Emergency Committee;
- Recommends to the Board the appointment of the members of the Standing and Special Committees;
- Serves as an ex-officio member of all Board and Federation Standing and Special Committees with the exception of the Emergency Committee, and other committees as may be determined by the Board;
- Serves as chair of the Emergency Committee;
- Receives copies of all reports from Board committees in advance of Board meetings, except as may be determined by the Board;
- Serves as one of the Federation’s Signing Officers;
- Remains familiar with all policies and procedures of the Federation; and
- Prepares, together with the Executive Director, the agenda and related documents for meetings of the Board of Directors and for General Meetings of the Federation.

II. Evaluating the Performance of the Executive Director

- Delivers the Executive Director’s performance review on behalf of the Board of Directors.

III. Chairing Meetings

- Chairs meetings of the Board of Directors, the Emergency Committee, and General Meetings of the Federation; and
- Ensures that meetings of the Board are conducted in accordance with *Robert’s Rules of Order*, the Board Meeting Rules and Procedures, and the Board Meeting Code of Conduct.

IV. External Relationships

- Speaks and votes on behalf of the Federation at external meetings always in a manner that is consistent with the will of the Board of Directors;
- When appointed, sits on committees representing the interests of the Federation;
- On behalf of the Federation, communicates directly with external bodies; such communication shall be reported to the next meeting of the Federation Board of Directors, and shall not commit the Federation to a course of action that does not have the approval of the Board; and

- Ensures that decisions reached by external bodies that are applicable to the Federation are brought to the attention of the Board of Directors for consideration.