

JOB DESCRIPTION

PEACE LIARD REGIONAL ARTS COUNCIL

Job Title: President
Reporting to: Executive of the Board
Positions supervised: Executive Director, Chairpersons of function committees and the Board

GENERAL DESCRIPTION

The President is chairperson of the Board and the Executive Committee as well as an ex-officio member of all other committees. The President is responsible for all governance functions of the organization within policies approved by the board. The President works in close liaison with the Executive Director.

SUMMARY OF RESPONSIBILITIES

1. chair Board and Executive committee meetings
2. ensure that policy is being written and implemented in an ongoing and coordinated fashion in accordance with the framework policy and the constitution of the PLRAC and externally mandated legislation
3. ensure that the work of the organization is being accomplished as set out in the PLRACs planning and priorities document
4. maintain a close liaison with the Executive Director who is responsible for the day to day management and administration of the organization, on a least a bi-weekly basis
5. report to the Board and Executive at least five times annually or as required
6. maintain a working relationship with and represent the PLRAC to all partners as appropriate, in consultation with the Executive

Originally Approved _____

Approval Date: _____

(Revised) _____

Renewal Date: _____