

President Job Description Template

Lethbridge Sport Council

Updated July 2024

Title: Sport Organization President

Description

The President Reports to Board of Directors and [*Sport Organization*] members.

The President, as the key administrator of the [*Sport Organization*], acts in a position of trust for the community and is accountable for the effective governance of [*Sport Organization*]. They work with the Management Committee to make key decisions and are also accountable for membership and assists with recruitment where necessary.

The President is a highly organized individual with strong interpersonal skills that is adept at strategic planning. In order to serve as President, the individual must have prior experience as a senior administrator, be committed to the work of the organization, and have an understanding of financial management, strategic planning, and meeting procedures. The President serves for a two-year term.

Requirements of the Role:

- Accountable for successfully achieving short and long term goals, objectives and priorities of the [*Sport Organization*].
- Assists with the creation of short and long term goals, objectives and priorities of the club and gives final approval for plan execution.
- Attendance at regular administration meetings and general meeting, especially the AGM.
- A time commitment of X-X hours per month (includes meeting preparation, meeting time, committee work, and representing at public functions).
- Acts as ambassador for the club, representing the [*Sport Organization*] at external meetings.
- Assists with recruiting new administrators and volunteers where necessary.
- May be required to undertake interviews with press/media so media experience would be an asset.
- A signing authority on behalf of the club for financial and legal purposes.

- Monitors and reviews the performance of members of the Management Committee.
- Participates in fundraising and sponsorship initiatives.
- Engage in active mentoring to develop a future replacement for the role.

Required Skills and Qualifications

- It is important for the sport organization to find a candidate that meets their needs and expectations as a president.

Outline your organization's commitment to an inclusive environment

- State your organization's commitment to consider all candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.