



Canada

Board of Directors: Job Description

POSITION TITLE: President

WHAT ARE THIS ROLE'S KEY RESPONSIBILITIES?

According to the Apra Canada By-Laws (2017), the primary duties of the President are to “supervise the other officers in the execution of their duties and preside at all meetings of the Association and of the Board”.

Specific accountabilities:

- Steward the mission, vision and strategic objectives for Apra Canada and ensure that the Board collectively contributes to the establishment and achievement of that strategy, as well as the Association’s sustainability.
- Monitor performance of the Board and its individual Directors.
- Plan for Board members’ succession, including appointment of replacement Board members to vacant positions.
- Define Committees and appoint Committee positions, i.e. Nominating Committee members, Conference Co-Chair, and representatives to Working Groups.
- Implement effective and efficient Board policies, procedures, roles and structures.
- Develop Board meeting and General Meeting schedules and agendas, and preside over all Board meetings and General Meetings.
- Report to Apra International on an as-needed basis.
- Liaise with Apra International and other Apra chapters, and is responsible for outward facing communications to the prospect research community.
- Pursue and develop alliances with other organizations and individuals to further the Association’s purpose and strategic objectives.
- Retain and archive permanent records associated with this position.

DOES THIS POSITION INTERACT WITH ANY INTERNAL OR EXTERNAL STAKEHOLDERS? PLEASE IDENTIFY/EXPLAIN.

Internal stakeholders include: The President is the primary contact for all Apra Canada Board members, all Apra Canada conference and committee members, and all Apra Canada members.

- The President must be able to respond in a professional and timely matter to any internal inquiries and operations which may directly or indirectly affect Apra Canada and its activities.
- As one of the Executive Officers, the President must communicate regularly with the other Officers to ensure Association operations are running smoothly without impediments.
- Contracts, documents or instruments in writing requiring the signature of the Association may be signed as follows:

- (a) by the President, together with one other director, or
- (b) in the event that the President is unable to provide a signature, by any two Directors
- and all contracts, documents and instruments in writing so signed will be binding upon the Association without any further authorization or formality.

External stakeholders include: The President is the primary contact for all external people and organizations interested in Apra Canada. This includes Apra International and its committees, and any other external person(s) or organizations requiring information from or about Apra Canada.

- The President must be able to respond in a professional and timely matter to any external inquiries and operations which may directly or indirectly affect Apra Canada and its activities.
- The President is also expected to participate in Apra International committees and Chapter Presidents' meetings and advocate on behalf of the Association as to what is in the best interest of our members.

DOES THE WORKLOAD FOR THIS POSITION VARY DEPENDING ON TIME OF YEAR, OR IS IT CONSISTENT?

The workload for the President is fairly heavy throughout the year.

- The President must lead the members of the Board in effectiveness and efficiency of their duties.
- The President must review and edit all Association official documents (by-laws, Board minutes, strategic plans) for the bi-monthly Board Meetings, Annual General Meetings, and/or for presentation to the general membership or public at large.
- The President is expected to participate in Apra Canada conferences and webinars throughout the year. This includes presentations and volunteering, in addition to attendance.
- The President is expected to look for opportunities to advocate on behalf of Apra Canada on local, national and international levels.

DOES THIS POSITION REQUIRE ANY SPECIAL SKILLS OR KNOWLEDGE TO BE MOST EFFECTIVE?

The person holding the position of President should:

- Be an active member in the Apra Canada community.
- Be an active member in the Apra International community.
- Have extensive experience in the prospect research and fundraising fields.
- Be a positive mentor for others within the research community.
- Be able to multi-task and balance Apra Canada and work/life activities.
- Be professional in the advocacy of Apra Canada.
- Be a "team player" and work well within Board, committee and political settings.
- Have excellent communication skills and be prepared to use them.
- Be willing to dedicate the time and passion to the Association.
- Be a positive role model for other potential volunteers and Association members.
- As one of the three Officers of the Society (including the Treasurer and Secretary), the President must be an Apra International member in good standing.