



Canada

Board of Directors: Job Description

POSITION TITLE: President Elect

TERM OF SERVICE

The President Elect will serve a one-year term as an orientation for the upcoming year as President. The President Elect shall perform the duties of President in the event of the President's inability or refusal to serve.

Upon the completion of the term of the incumbent President, the President Elect shall automatically assume the office of the President for a two-year term.

WHAT ARE THIS ROLE'S KEY RESPONSIBILITIES?

The President Elect closely shadows and monitors the work of the President in order to be well-informed and aware of Association business and activities should the need arise for the President Elect to assume the duties of the President.

Specific accountabilities:

- Participate in, leads and/or monitors the work and activities of all Board Committees and/or Task Forces.
- Provide guidance, mentor, advise and/or support Board and committee members, especially those who are new to their roles.
- Assist the President in implementing effective and efficient Board policies, procedures, roles and structures.
- Monitor and support the work of the Vice President/Treasurer and Secretary.
- Work with the President to develop Board meeting and General Meeting schedules and agendas, presentations, and annual Director work plans related to chapter's strategic plan.
- Communicate regularly with the President, Board of Directors and committee members.
- Monitor activities related to and opportunities for building new strategic alliances and programs with Apra International, peers, and allied organizations, taking an active role in facilitating and managing these relationships on behalf of Apra Canada and the Board of Directors.
- Perform other duties as may be assigned by the President and/or Board of Directors from time to time.

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

Since this position serves to prepare an individual to be President, the President Elect will have the opportunity to interact with internal stakeholders such as Apra Canada Board and committee members, and all Apra Canada members. The President Elect will also interact with external stakeholders interested in Apra Canada.

- The President Elect 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.
- The President Elect must communicate regularly with the Executive Officers (President, Vice President/Treasurer and Secretary) to ensure Association operations are running smoothly.

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

The workload for the President Elect is consistent and approximately 3-5 hours per month, including time spent on Board calls, committee calls, and working with the President to prepare for meetings and various projects. As well, the President Elect is expected to participate in Apra Canada conferences and professional development sessions throughout the year. This includes presentations and volunteering, in addition to attendance.

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

The person holding the position of President Elect should:

- Be an active member in the Apra Canada 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.
- Demonstrate a participative leadership style.
- 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.