

ATHABASCA DANCE SOCIETY
JOB DESCRIPTION

PRESIDENT

1. Provides leadership to the Board of Directors.
2. Ensures the Board adheres to its bylaws and mission statement.
3. Assists in the preparation of the Board's agenda with input from executive members, instructor, or ADS members.
4. Chairs meetings of the Board.
5. Will act as a liaison between ADS members and executive.
6. Creates an updated list of executive with updated contact information and forwards it to the new executive.
7. Update executive information with Insurance provider and banking authority.
8. Completes the Annual Return to Registries.
9. Ensures that letters of employment are provided for all paid staff.
10. Encourages Board Members to participate in meetings and activities.
11. Ensures the appointment of committee chairpersons.
12. Serves as ex officio member of committees and attends their meetings when invited.
13. Ensures there is a process to evaluate the effectiveness of the Board, its committees and paid employees.
14. With consultation with instructors and costume directors, will determine and book date for dance pictures.
15. Acts as one of the signing authorities for cheques and other documents, such as contracts and grant applications.
16. Promotes the organization's purpose in the community and to the media by giving direction and assisting the Director of Communication and Publicity.
17. Prepares a report for the Annual General Meeting.
18. Completes SOCAN licencing reports and applications.
19. Oversees and ensures the implementation of the Athabasca Dance Society's programs and services.
20. Assists with Board Member recruitment.

Reviewed in January, 2017

21. Through discussion with the executive and teaching staff, determines dates and books the event venues and ensures that all contracts are in place.
22. Shares information with membership via email and Facebook. Maintain webmail.
23. In collaboration with the Secretary, works to create and distribute newsletters.
24. Orients the new incoming President.

Reviewed in January, 2017