



Policy 8 – Role of the President

Role of the President

The President is elected, acclaimed or appointed in accordance with the By-laws. The President is a Director. The President leads the Board in the performance of its responsibilities and is responsible for the effective governance of the society. The President works collaboratively with all Directors. The President establishes a culturally appropriate, positive and effective culture for the Board, staff and community. The President serves as the Chair of the Executive Committee and the Board.

The President has the power to act on behalf of the Board in emergency, crisis, or time sensitive situations. The President must make known their decisions to the Executive Committee within five (5) days and to the Board within seven (7) days. The President has authority to make decisions according to the policies created by the Board and to supervise or direct staff.

The President is the official spokesperson for the Rocky Mountain Métis Association. The President will preside over all meetings of the society in accordance with the bylaws, policies and procedures of the society. The President of the Board communicates regularly with the Executive Director (or delegate) to ensure that the directions of the Board are understood and implemented.

Responsibilities of the President

1. Duties of the President in preparation of the Board meeting

The President shall:

- 1.1 Call Board meetings once a month or as required by the Board,
- 1.2 Establish agendas for Board meetings, in consultation with the Executive Director (or delegate) and with input from other Board Members, in particular the Executive Committee of the Board,
- 1.3 Coordinate the preparation of the Board agenda with the Secretary,
- 1.4 Meet with the Executive Director (or delegate) prior to Board meetings to review and determine the items to be included in the agenda,
- 1.5 Coordinate with the Secretary to ensure that Board Members have timely access to the information needed for informed discussion of the agenda items.

2. Duties of the President during Board meetings

The President shall:

- 2.1 Preside at all meetings in accordance with Board policy and in the absence of policy, with Robert's Rules of Order,
- 2.2 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated,
- 2.3 To ensure that issues being presented for the Board's consideration are clearly articulated and explained,
- 2.4 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached,
- 2.5 To direct the discussion by directors to the topic being considered by the Board,
- 2.6 Decide questions of order and procedure, subject to an appeal to the rest of the Board,
- 2.7 Determine the outcome of each motion by a formal show of hands except where a ballot is requested or required,
- 2.8 Vacate the chair to enter the debate or propose or second a motion in which case the Vice President, if present, or another Director appointed by the President, shall preside.

3. Relationship with the Board

The President shall:

- 3.1 Provide leadership to the Board in developing and maintaining the Board's focus on the Strategic Plan, Values, Mission and Vision,
- 3.2 Provide regular and timely reports to the Board of Directors regarding any external committees where the President is the representative of the Board or the society,
- 3.3 Provide a monthly report to the Board at each Board meeting,
- 3.4 Recommend what committees are to be needed in consultation with the Executive Director (or delegate) and with input from other Board Members, in particular the Executive Committee of the Board,
- 3.5 Convey, as appropriate, any concerns or questions received from Board Members, members or community that may significantly affect the Society,
- 3.6 Act as the official spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group),
- 3.7 Ensure the Board engages in regular assessments of its effectiveness as a Board,
- 3.8 Serves as a de facto member of every Board committee with voting privileges,
- 3.9 Act as a signing authority for Board minutes,
- 3.10 Act as a signing authority for the Board and Métis Nation BC,

- 3.11 Act as a signing authority as required by financial institutions,
- 3.12 Will manage the Executive Director's (or delegate) contract on behalf of the Board bringing any relevant matters to the Board's attention in a timely manner. In addition, each month the Board Chair shall sign off on the expenses as well as vacation and sick leave, days earned, taken and accumulated for the Executive Director (or delegate),
- 3.13 Represent the Board, or arrange alternative representation, at Rocky Mountain Métis Association meetings and events, meetings with other levels of government or other organizations or at hearings. When representing the Board at official meetings or in an official function, the President is limited to speaking for positions the Board has determined through passing motions. The President shall bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The President shall share with the Board all information from meetings with other levels of government or external organizations at which the President attended as the Board's representative,
- 3.14 Perform such duties as directed by the bylaws and policy of the Board.

4. Relationship with Directors

The President shall:

- 4.1 Engage with Directors regarding their interests, strengths and experiences in order to confirm appointments to committees and groups as required,
- 4.2 Recommend Board Members for Board Committees,
- 4.3 Recommend Board Members to External organizations,
- 4.4 Address any inappropriate behaviour of a Director as per the Board Code of Conduct.

5. Relationship with the Executive Director (or delegate)

The President shall:

- 5.1 Convey the decisions of the Board to the Executive Director (or delegate),
- 5.2 Report through the Executive Director (or delegate) to the Community members and citizens regarding activities and meetings undertaken on their behalf by the Board,
- 5.3 Be the Board Member to whom the Executive Director (or delegate) reports,
- 5.4 Be the Board Member who coordinates the performance evaluation of the Executive Director (or delegate),
- 5.5 Assist with the Orientation of Directors,
- 5.6 Convey, as appropriate, any concerns or questions received from the Board or the members or community that may significantly affect the administration of the Society,