

Job Title: President

Job Overview: Leads the board of directors in governing the Society in its' efforts to achieve the mandate. Represents the interests of the organization within the community and ensures all actions/work undertaken by the society falls within the articles of incorporation and the law. Directs the board in ensuring the organizations finances are managed effectively and all resources are committed to achieving the mission to ensure the organizations status as a not for profit is never compromised.

Time Commitment: 6-10 hours monthly

Standard Board Member Responsibilities & Duties:

Every member of the Board of Directors is expected to do the following:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be able to compromise
- Support governance decisions once made
- Participate in the review of the Society's mission and objectives and in the development of a strategic plan
- Help the board to monitor the performance of the Society in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the board
- Participate in the approval of the annual budget and monitor the financial performance of the Society in relation to it

Job Specific Responsibilities & Duties:

- Lead the board in undertaking the work of governance.
- Assist in the preparation on the board meeting agendas.
- Act as chair for all board and member meetings.
- Mentor board members.
- Lead annual processes of strategic planning, budgeting and governance review.
- Build relationships with society members, Town government, local cultural organizations and the general public to advance the work of the GHS
- Support committees in efforts to maximize activities to achieve GHS mission
- Engage and enlist members in the work of the organization

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- Authorized to sign contracts, leases, and any agreement that legally or financially binds the GHS

Key Qualifications:

- Strong organization and communication skills
- Well developed relationship building skills
- Detailed knowledge of Ontario Not For Profit Corporations Act
- Good leadership and mentor skills
- Strong time management skills

