



## **Director Job Description: President**

**Term:** Two (2) Years

**Time Commitment:** approximately 60- 120 hours annually

**Revised:** June 2020

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

### **Job Overview:**

Provides governance leadership to support and sustain the mission of Learning Unlimited Etobicoke including chairing Board meetings, establishing policies and procedures to ensure organizational effectiveness and compliance with all relevant legislation.

### **Specific Position Duties and Responsibilities**

1. Serves as the chief volunteer officer of the organization
2. Liaises with the management of the facility hosting LU
3. Provides leadership to the Board of Directors which sets policy
4. Serves as a signing officer of the organization
5. Develops agendas for Board meetings
6. Chairs meetings of the Board of Directors
7. Establishes a search and selection committee for new board members
8. Appoints the chairpersons of committees in consultation with other board members
9. Ensures that Board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
11. Annually evaluates the performance of the organization in achieving its mission and objectives
12. Understands and monitors the organization's financial affairs
13. Speaks to the media and represents the organization to the community
14. Ensures the organization is complying with all legal and regulatory requirements

15. May serve as a member of a standing committee
16. Serves as an invited ex-officio member of committees when requested
17. Acts as a public Ambassador for the organization

**Competencies and Qualifications:**

1. Excellent analytical and problem solving skills
2. Excellent communications, interpersonal, team building and facilitation skills
3. Computer competency in Word, Excel and e-mail