



## **Bruce Trail Club Volunteer Position Description**

### **President**

The President is responsible for the general overseeing of Club operations, and for the direction, development and promotion of the overall objectives and goals of the Club.

### **Essential Elements**

- Read Volunteer Orientation Manual.
- Schedule, set agenda and chair Board meetings and all meetings of the members including the Club's Annual General Meeting.
- Responsible for general control of Club activities and affairs.
- Lend support to Board members.
- Support the mission and the vision of the BTC
- Ensure Club programs are carried out.
- Is an ex-officio member of all Club Committees
- Work with Nominating Committee and Volunteer Coordinator to find new members to fill Board vacancies.
- Represent the Club (or send designate) to all appropriate meetings.
- Prepare and present a report on behalf of the Club to the BTC at the AGM.

### **It is helpful to have:**

- Good communication skills
- Good organizational skills
- Some computer skills, e-mail and word processing
- Good networking skills
- Good facilitation skills