



Bruce Trail CONSERVANCY

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 the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Schedule, set agenda and chair Club 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