

**Victoria, BC – Unit 431
Job Description – President**



General

The President provides leadership to the Board of Directors and supervises the promotion and implementation of the Unit's objectives / purposes as set out in its Constitution.

Specific tasks

1. Ensure Unit activities and new initiatives further the purposes of the Unit as set out in its Constitution.
2. Chair all meetings of the unit membership and of the Board of Directors.
3. Appoint tournament / event chairs and provides supervision of and support to those chairs.
4. Act as first point of contact for any disciplinary action brought to the Board's attention and take appropriate first steps on behalf of Unit 431.
5. Act as first point of contact for general correspondence directed to the Unit Board which requires action be taken to address any concerns or questions raised.
6. Assign specific duties / tasks to Board members.
7. Work with Vice President on proposed new initiatives before presentation to Board for discussion / approval.
8. Obtain input from club owners on ways to grow bridge within our Unit to the mutual benefit of all unit members and local area clubs.