



## **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. Deal with any general correspondence received directly from an individual or from the Secretary, who is our first Electronic point of contact, which requires action be taken to address any concerns or questions raised.
4. Assign specific duties/tasks to Board members and monitor that these duties/tasks are performed and reported to the President. On occasion, the monitoring may be assigned to the Vice-President or Secretary.
5. Work with the Vice President on proposed new initiatives brought forward by the President or the Vice-President before presentation to the Board for discussion/approval.
6. Present Ace of Clubs Certificates from ACBL to winners at the Annual General Meeting (AGM) or shortly thereafter, if they have not attended the AGM.
7. In conjunction with the Membership Coordinator, obtain input from sanctioned club owners on ways to grow bridge within our Unit to the mutual benefit of all unit members and local area sanctioned clubs.