



## Job Description

**Officer Position:** DISTRICT PRESIDENT (Elected annually at Fall HOD. One year term, renewable, maximum of two years.)

**Rationale:** The District President is ultimately responsible at all times for the successful operation of the District and becomes its official representative and spokesman to other organizations.

### Tasks & Responsibilities:

1. Serve as Chief Executive Officer of the District.
2. Maintain knowledge of all governing documents.
3. Establish annual priorities and goals for the District.
4. Prepare an annual work plan and budget proposal in September and submit to the District Board of Directors for approval to be forwarded to the HOD in October.
5. Supervise and monitor all administrative functions and activities of the District.
6. Submit progress reports on schedule.
7. Report on plans and activities to the Society CEO as requested.
8. Schedule all District Board, DMT and HOD meetings as well as other District functions as needed.
9. Approve the agenda for District Board, DMT and HOD meetings.
10. Chair all meetings of the District Board, the DMT and the HOD.
11. Appoint committees and taskforces as needed to carry on the business of the District.
12. Supervise and monitor all work activity and be fully knowledgeable of all officers' and committees' functions and their responsibilities.
13. Attend the Society's annual Leadership Forum.
14. Attend Society sponsored seminars where relevant and within budget.
15. File a report to the HOD at each meeting.
16. Approve new chapter licenses and charters.
17. Sign cheques for payment of District accounts as determined by the District Board.
18. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget.

**Directly Communicates with:** District Board of Directors, District Management Team, House of Delegates, committee chairmen and the Society CEO.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	BOD DMT	To each HOD delegate.	For following year one week prior to September Planning meeting.
Progress Report, in writing.	BOD DMT	To each HOD delegate.	One week prior to each DMT and HOD meeting.