

President and Vice-President Job Description

Source of authority: Elected by the Board of Directors annually

Purpose

To ensure the President and Vice-President are aware of their responsibilities.

Description

The president unites the community by leading the board of directors, committees, members and staff to work together for the co-op's goal – well-maintained, affordable housing and a strong community that values diversity.

The president and vice-president work together as a team to carry out the president's responsibilities. They are usually signing officers. They review their responsibilities regularly to see that they are following the priorities set by the board and members.

Responsibilities

1. Call meetings (board and general) and ensures a chairperson is appointed
2. Work with the directors to set the agenda of meetings
3. See that directors and members receive early information on all agenda items
4. Make sure that there is a report on the board's activities at all general meetings
5. Lead an annual review of board activities
6. Represent the co-op in an official capacity
7. Welcome new directors and discuss their responsibilities
8. Explain rules, policies and board decisions to members in terms that everyone can understand.

Approved By the Board: July 4, 2007

