

# President

## Accountability

Board of Directors  
General Membership

## Term

Elected for 2-year term in even-numbered years (2014, 2016, 2018, etc.)  
Then becomes Past-President for term of incoming President (which can extend beyond 2 years depending on circumstances of outgoing President).

## Mandate

- Protect the integrity of the SCCL by ensuring the following:
  - That it is operated on a consensus basis within a democratic format
  - That the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics
  - That SCCL activities are guided by current policies and procedures
- Provide leadership to the Executive Board and SCCL by taking a community-wide perspective on issues
- Act as a signing officer to oversee the finances of the SCCL, as reported by the Treasurer and Finance Committee
- Represent SCCL to community at large

## General Duties

### Meetings

- Prepare agendas and chairs the Executive Board meetings and the Annual General (AGM) and Special Meetings in accordance with “Robert’s Rules of Order”.
- Keep the meeting discussion on topic by summarizing issues.

- Report to the Executive Board and membership on issues affecting the SCCL or the community as a whole.

## **Board Development**

- Ensure that Executive Board positions are filled as required.
- Orient Executive Board members and committee chairs.
- Promote an SCCL-wide perspective by hosting a Planning Workshop for Executive Board (and related community members if desired) to define overall SCCL annual objectives.

## **Representation on Committees**

- Serve as ex officio member of all standing committees
- Chair the Personnel Committee

## **Volunteer Recognition**

- Recognize members' contributions to the SCCL.
- Submit list to Volunteer Appreciation organizer of volunteers to be invited to any events recognizing SCCL volunteers.

## **Relationship Building**

- Encourage Executive Board and membership to participate in meetings and SCCL activities.
- Play a leading role in supporting fundraising activities and championing special projects.

## **SCCL Representation**

- Represent the SCCL in the community at large (community residents, SCCL members, EFCL, City, provincial, federal officials and representatives).
- Enter into agreements on the SCCL's behalf.
- Address verbal and written inquiries and/or resolve concerns that cannot be handled by other Executive Board members.
- Play a role in league finances
- Act as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Submits budget (if funds required) to the Treasurer as requested.

Note: Representation in the community (on committees and attending meetings and events) can be delegated to a Vice President or other Executive Board member, as appropriate.

## **Requirements**

- Dedication to supervise and motivate others in a team environment and requisite skills (including problem solving, dispute resolution, communication and leadership).
- Previous experience on the Board is an asset.
- Time commitment of at least 20 hours per month includes 1 - 2 evenings per month to attend and/or chair meetings plus adequate preparation time; plus time to field ad hoc items and follow-up on SCCL business.
- Must take the AGLC GAIN course(s) on casino applications and expenditures as soon as practicable after assuming office.