



## **Toronto Triathlon Club Board Description of Role of President**

### **Purpose**

Accountable to the Board of Directors and Members as specified in the bylaws to lead the club and ensure smooth operations.

### **Term**

One year; elected at the Annual General Meeting

### **Primary Duties**

Ensure that the Board of Directors and its members:

- are aware of and fulfill their governance responsibilities,
- comply with applicable laws and bylaws,
- conduct board business effectively and efficiently, and
- is accountable for their performance.

Additional responsibilities include:

- Chair Board meetings
- Coordinate strategic and annual Club plans
- Responsible for Club outcomes
- Signing officer for the Club
- Represent the Club at member and external events (including other organizations and committees as required)
- Represents the organization to the media

The President may delegate specific duties to Board members, the Business Manager, and/or committees as appropriate; however, the accountability remains with the President.

### **Time Commitment**

10-15 hours per month throughout the year

### **Additional Expectations**

- Attend Board meetings as per the Club Bylaws



- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business
- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate
- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events/races per month during race season

Updated July 2019