



PRESIDENT - POSITION DESCRIPTION

Softball BC

Link to Mission: Softball BC's mission is to grow softball across British Columbia by supporting players, coaches, umpires, clubs and volunteers through inclusive pathways that develop people, strengthen communities, and inspire excellence. The President continually works to ensure a full understanding of Softball BC and its importance in being stewards of the sport of softball in the province.

Authority and Responsibility: Responsible to the Membership through the Board of Directors.

Requirements:

- Commitment to the mission, values and work of Softball BC
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
- Speak positively of Softball BC and assist in developing and maintaining positive relations among the board, committees and the softball community to enhance Softball BC's mission
- Is an active relationship builder and represents Softball BC at external events.
- Promotes Softball BC in the community
- Demonstrates loyalty, commitment and fiduciary responsibility to Softball BC

Skills and Attributes:

- Leadership qualities
- Strategic and/or visionary thinking
- Strong Communicator
- Good Facilitator
- Self-Awareness
- Networking Ability
- Connected in Community
- Dedicated and committed to the mission of Softball BC
- Knowledgeable about Softball BC and the Canadian sport system
- Knowledge and understanding of Good Governance
- Ability to conduct a meeting
- Ability to analyze and take risks
- Long term commitment to Softball BC

Term: The President is elected/appointed by the Board of Directors following the Annual General Meeting of the Membership. The President shall serve in the role for one year, with the option to be re-elected or reappointed in subsequent years.

General Duties: The President is fully informed on organizational matters and provides leadership in the Board's deliberations and decisions in matters of policy, strategy, finance, programs, personnel, and advocacy.

- Provides leadership to the Board by focusing the Board's activities on governance items and activities to support Softball BC's mission.
- Chairs all meetings of the Board, encouraging board members to participate in meetings, discussions and decision-making. Ensures that Board members have the information they need to make informed decisions.
- Chairs all meetings of the membership, including the Annual General Meeting, Special Meetings or other meetings of the members.
- Oversee the affairs and operations of Softball BC through the reporting relationship with the Executive Director.
- Ensures the review, monitoring and upkeep of the Softball BC Bylaws as a steward for the membership.
- Ensures the development, monitoring, review, and approval of all Softball BC policies.
- Ensures the board members are oriented, trained, evaluated and recognized for their contributions.
- Coordinate the planning of the Board's activities for the year ahead and plans for Softball BC's future. In this capacity, the President is responsible for ensuring that Softball BC maintains an ongoing planning process.
- In working with the Executive Director, prepares the agenda for all Board Meetings.
- Prepares and presents required reports at board meetings.
- Prepares and presents the required reports at members' meetings, including the Annual General Meeting.
- Ensures the Board's committees are organized annually and maintains contact with committee chairs, helping them stay on track, monitoring performance, and providing any additional support they may need.
- Serves as an ex officio member of all board committees.
- Ensures there is an evaluation process for Board members and the board as a whole.
- Participates in the selection and release of the Executive Director in consultation with Finance, Human Resources and Risk Management Committee.
- Ensures there is an evaluation process for the Executive Director.
- Act as a signing officer of Softball BC.

Evaluation: Self and by the board, annually, based on the performance of assigned Board requirements and duties.

Review Date and Approval Date: The Governance Committee reviews the President's Position Description annually to coincide with the completion of the Board of Directors Recruiting and Development Matrix review. Recommended changes are presented to the Board.

Approval Date:

Review Date: