

PRESIDENT

Role

Preside over the business of the College.

Term:

1 year term immediately following Vice Presidency.

Responsibilities:**Meetings:**

- Attend all meetings of the Council.
- Organize and schedule meetings of the Council on a regular basis.
- Prepare the agenda for meetings of the Council meetings 5 working days in advance.
- Chair meetings of the Council and the Annual General Meeting.
- College Communications:
 - Ex-officio member of all College Committees.
 - Communicate with the Registrar on a regular basis, depending on the need but at a minimum of once a week.
 - Visit the office at a minimum of once a month.
 - Communicate with Committee Chairs via e-mail or phone as need arises.
 - As issues arise and formal external written or verbal communication is necessary the President will represent the College or as directed by the Council.
- College Business:
 - The President is responsible to ensure the day-to-day business of the College moves forward.
 - In conjunction with the Council and Registrar, communicate and direct College business as required.
 - The Registrar reports directly and solely to the President.
 - Co-ordinate major issues and requests of the registrar, council and committees.
- Provide submissions for the College newsletter.
- Write 1 annual article for the College's annual report.
- Has signing authority.
- Member of Executive and Finance Committees.
- Chair of Executive Committee.

Skills Sought:

Individuals nominated for this role should possess the following skills and qualifications.

- All elected members of the Council must possess current RPFT designation in good standing.
- Intrapersonal, management and supervisory skills. Strategic thinking, planning and fiduciary ability.
- Coordinate, manage and be a part of a team.

- Ability to interpret legislation.
- Interest and knowledge of current events and issues within the profession
- Integrity and ethical responsibility.
- Previous board experience is an asset.

Skills Developed:

Individuals fulfilling this role can expect to develop numerous skills and qualifications including, but not limited to:

- Strategic management, human resources management, volunteer coordination and board governance experience.
- Legislative knowledge, public relations and professional involvement, liaison.
- Expanded professional network.

Annual Time Commitments:

- Council and Executive Meetings 10.0+ days
- Annual General Meeting 2.5 days
- Committee involvement 5.0 days
- College Business:
 - The President position is estimated to take up approximately 2 days per month on the average (meetings, etc.) plus about 6 hours per week on general college business.