

### **CPCNA Role Description: President**

**Position type:** Volunteer Board Position

**Term:** 2-year term; preceded by 2-year term as President-Elect and followed by 1-2-year term as Past-President

**Purpose:**

The President serves and is accountable to the board of directors of the Association as Lead on the Executive Committee. The President ensures the work of the Association is completed as per the CPCNA By-Laws, the CRA Not-for Profit Act and perpetual calendar.

**Authority:**

The President has authority to direct the board and the affairs of the Association, bringing forth activities for review at board meetings. Like other board members, the President is entitled to make motions and vote on matters before the Association.

The President may on behalf of the Association enter into contracts with consultation and approval of the board and/or the Executive Committee of the board. The President can authorize expenditures of up to \$500 without board approval when required, but should include the board in all decisions made.

**Time Commitment:**

10- 15 hours per month including preparing for and attending monthly board meetings.

**Primary Duties:**

- Ensures By-Laws are enacted and provides direction to board to maintain By-Laws.
- Supports the work to the Association to meet its Strategic Goals.
- Leads review, development and modification of Strategic Plan.
- Prepares for and leads board meetings.
- Prepares for and lead executive meetings.
- Supports Directors and other board members to participate fully in their roles.
- Ensures CRA and NTF expectations and documents are submitted.
- Ensures insurance(s) for the Association is maintained.
- Collaborates with stakeholder as needed.
- In collaboration with the board, creates an annual report
- Leads work to prepare for annual meeting, as directed in By-Laws
- Support Canada Revenue Association reporting requirements in collaboration with CPCNA Executive

**Qualifications:**

The President must have, in addition to the qualifications stated in the CPCNA bylaws:

- Current membership in the CPCNA as a full member in good standing
- A commitment to, and a clear understanding of the mission of the organization
- Sufficient time to devote to his/her primary duties
- Fulfill term as President-Elect in the 2 years prior to assuming the role

**Removal of President:**

The Members may, by Ordinary Resolution, passed at a meeting of Members, remove any Director from office before the expiration of the Director's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Director so removed, failing which such vacancy may be filled by the Board.

**To whom does the policy apply:**

Though specific to the President role, understanding of the policy applies to all directors.

**Responsibilities:**

The Board is responsible for the implementation and review of this role description.