



## POLICY

<b>Policy Area: Governance</b>	<b>Subject: Roles and Responsibilities</b>
<b>Title of Policy: President</b>	<b>Policy Number: 1.1.2</b>
<b>Approved Date: August 11, 2020</b>	
<b>Effective Date: November 24, 2020</b>	<b>Revision Date:</b>
<p><b>1. Rationale or background to policy:</b></p> <p>1.1. Constitution/By-Laws Section 5 Elected Officers explains the process for determining the President and Vice President, including term, time limit, eligibility, and filling a vacancy.</p> <p>1.2. In compliance with Governance Policy 1.1 Roles and Responsibilities, this policy defines the roles and responsibilities of the President.</p> <p><b>2. Policy Statement:</b></p> <p>2.1. The CSBA is committed to clearly articulating the roles and responsibilities for all key leadership positions.</p> <p><b>3. Roles and Responsibilities:</b></p> <p>3.1. The President is recognized as the official representative and spokesperson of the CSBA when communicating with the media or through any other public means.</p> <p>3.2. The President represents the Association as requested or directed by the Board of Directors in liaison meetings with government officials, education partner organizations and other agencies.</p> <p>3.3. The President is responsible for convening and presiding over all CSBA meetings and Board of Directors meetings.</p> <p>3.4. The President is the Chair of the Executive Committee.</p> <p>3.5. The President assists the Board of Directors in its oversight of the general business of CSBA, including governance, finance and office operations.</p> <p>3.6. The President is a member of the Board of Directors.</p> <p>3.7. The President is entitled to one vote at CSBA meetings.</p> <p>3.8. The President is the official signing authority for financial and legal documents and correspondence, within the limits specified by the Board of Directors.</p> <p>3.9. The President is an ex-officio member of all committees and work teams.</p> <p>3.10. The President is a member of the Finance Committee.</p> <p>3.11. The President assists the Board of Directors in providing direction to the work of the CSBA Executive Director.</p> <p>3.12. The President assists in the preparation of all agendas for Board of Directors' meetings and the annual general meeting.</p> <p>3.13. The President assumes all duties as assigned by the Board of Directors.</p> <p>3.14. The President attends CSBA Congress and provides an address, including the President's report, to Congress delegates.</p> <p>3.15. The President attends provincial annual general meetings within provisions noted</p>	

in Policy 2.4 Travel and Expenses.

- 3.16. The President serves on the Committee to carry out the performance appraisal of the CSBA Executive Director and maintains a copy of the appraisal and growth plan until transferring it to the subsequent president.
- 3.17. The President, on completion of their term of office, becomes a Life Member of CSBA.
- 3.18. It is understood that the President may have to make decisions on matters affecting the CSBA prior to getting board approval. On these rare occasions, the President must inform the Board of Directors as soon as possible regarding the matter and the decision made.