



POSITION DESCRIPTION	PRESIDENT GP 12.4
GOVERNING STYLE	
The President will govern in a strategic manner that emphasizes long-range vision, consensus decision making, proactive leadership on key issues, and policy development that will define and guide the ongoing work of the association.	
PURPOSE	
The purpose and role of the President is to provide leadership to the Board and to partner with the Executive Director to provide leadership to the association and to speak on behalf of the association.	
RESPONSIBILITIES	
The President shall:	
<ol style="list-style-type: none">1. In consultation with the Executive Director, represent the association at official meetings and functions. The President may delegate this authority, but remains accountable for its use.2. In consultation with the Executive Director, conduct interviews with media and journalists when necessary.3. Call and preside over meetings of the Board of Directors, including development of the meeting agenda. In accordance with Board policy, the agenda content developed will be only those issues clearly belonging to the Board for decision making versus belonging to the Executive Director.4. Ensure Board agendas provide sufficient time for Board discussion of provincial issues.5. Ensure that the Board behaves consistently within the confines of the By-Laws of the association and the laws of Canada.6. Ensure deliberation at Board meetings is timely, orderly, efficient and thorough.7. Chair all meetings of the Association using the principles in Robert's Rules of Order.8. Oversee the coordination and work of the Board of Directors, ensuring that the Mission of the Association, its By-Laws and Procedural Guidelines are followed, and that action items resulting from CHPCA Board Meetings are accomplished within agreed timelines.9. Call and preside over the Annual General Meeting of the association, including development of the meeting agenda.10. Call and preside over the Executive Committee teleconferences, including development of the meeting agenda.11. Provide support and leadership to the Executive Director.12. Lead, facilitate, and complete, with Board input, an annual Executive Director performance evaluation.13. Provide regular (2 times per year) updates to the CHPCA's associates (individuals) and affiliates (groups) regarding the activities of the Board of Directors by the inclusion of a report in AVISO, the association's newsletter.14. Report to the CHPCA Board of Directors regarding the activities and decisions made by the Executive Committee on behalf of the Board of Directors.15. Sign the approved minutes of each Board of Directors meeting after the meeting minutes have been approved by the Board of Directors.	

16. Sign the annual audited financial statements after they have been approved by the Board of Directors.
17. Represent the association at meetings of the Quality End-of-Life Care Coalition of Canada (QELCCC) and other external organizations as directed by the Board or Executive Committee.
18. Liaise with the 11 provincial hospice palliative care associations as required.
19. Assume a leadership role when emergency succession planning is needed related to an unscheduled vacancy of an Executive Director.
20. In conjunction with the Vice - President, provide timely orientation to new Board Members.

QUALIFICATIONS

1. Leadership and experience in the field of hospice palliative care
2. Detailed knowledge of the Mission and Vision of the association
3. Knowledge of Parliamentary Procedure for the conducting of meetings of the association
4. Highly motivated with exceptional leadership qualities
5. Excellent communications skills
6. Able to work in a team/collaborative environment

DATE OF FINAL APPROVAL: OCT. 2008

APPROVED BY: BOARD OF DIRECTORS

DATE OF LAST REVIEW: OCTOBER 2016

DATE OF LAST RE-APPROVAL: OCTOBER 2016

NEXT REVIEW DATE: OCTOBER 2019