

# Sherwood Park Fish and Game Association

## President, Job Description

### President

The President is the chief executive of the SPFGA and is responsible for the overall strategic direction of the Association. The President is to represent the organization in interactions with other agencies by attending meetings and conducting correspondence. They should be aware of issues facing the organization and facilitate processes to bring about decisions by the Board.

### Requirements

This list is not inclusive:

- Meet the eligibility requirements set out in [Bylaw 4.1.3](#).
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to):
  - E-mail,
  - Microsoft Office
  - Online collaboration and meetings using Microsoft Teams

### Qualifications

The following list is not inclusive:

- Prior Board of Directors experience preferred, particularly from a non-profit Board.
- Strong organizational and planning skills.
- The ability to innovate and adapt
- Strong communication skills, both written and verbal.
- Experience in the area of governance, stewardship, and/or strategic planning.
- Experience in organizational effectiveness and design.
- Active volunteer experience.
- Public speaking skills and experience.
- Conflict resolution and change management experience.

### Responsibilities

The following list is not inclusive:

- Contribute to the effectiveness of the Board and its members.
- Perform other responsibilities as assigned by the Board.

- Make a serious commitment to participate actively in Board and committee work.
- Stay regularly informed on Association matters by participation and discussions with Board members via virtual meetings, in person meetings, or online collaboration tools.
- Know and understand the Conservation Easement (CE) that exists between SPFGA and the Nature Conservancy of Canada (NCC).
- Prepare well for meetings, and review and comment on minutes and reports.
- Keep the Board informed of Association matters with reports at regular Board meetings.

## Tasks and Duties

The following tasks and duties are assigned. These lists are not inclusive.

### General

- Attend and chair all meetings of the Board and of the Association.
- Provide strategic direction for the Association.
- Be a primary spokesperson for the organization.
- Facilitate the Board in the performance of its responsibilities.
- Act as a liaison/representative when dealing with other agencies.
- Communicate with the membership.

### Financial

- Sign cheques and authorize EFT's as required.