



Brockville Women's Network
"Women Supporting Women"
P.O. Box 294, Brockville, ON K6V 5V5

The Role of President

Term: One Year

The President provides leadership to the Executive Committee, to whom she is accountable, and chairs all meetings of the General Membership and the Executive. She will ultimately be responsible for overseeing the operation and is Ex-officio member of all committees, attending those meetings when invited. Through actions and behaviour, the President strives to ensure that the original intent, goals and activities of BWN continue to prosper.

Specific Duties

- Make a serious commitment to attend Executive Meetings and General Membership Meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and review and comment on minutes and reports.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Get to know other committee members and build a co-operative working relationship with them.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- Preserve order and decorum amongst the Executive while helping to guide and mediate Executive actions with respect to BWN priorities and concerns.
- Encourage open dialogue, whereby all members are treated with respect and given an opportunity to provide input while encouraging prompt decision making regarding all issues confronting the Executive.
- All reports shall be made to the President, and she shall review periodically with all Committee Chairs status of activities and results.
- Monitor all financial reports.
- Play a leading role in seeking and greeting new members.
- Provide a "President's Message" for publication in the BWN Newsletter each month.
- Provide communication to the membership regarding any information received that may be of benefit to them.
- Act as spokesperson with the public and media regarding Network matters, when necessary.
- Hold Executive Meetings a minimum of 5 times per year.
- In partnership with the Past President, call an Executive Meeting in the summer months to set the agenda for the coming year. This meeting can serve a dual purpose, whereby it becomes a joint Executive Meeting hosting old and new members to ensure a smooth transition of chair duties, including the review of current projects and role descriptions.
- Develop an Executive Meeting Agenda, and distribute in advance to all Executive members.
 - Executive Meeting Agendas should follow the Robert's Rules of Order process (a current copy of Robert's Rules should be available at all meetings) to include:
 - Call to Order, Approval of previous minutes, Treasurer's Report, Review of Committee Reports (Programme Report, Membership Report, Telephone Report, Communications Report, Inreach/Outreach Report, Scholarship Report, Vice-President Report and Past President Report), New Business and Other Business
- Present the BWN Annual Achievement Award following all procedures and criteria.