



Position Description – President

Authority:

The President shall serve as the Chief Executive Officer, Chair of the National Executive Committee, and may Chair other Committees as designated by the Association's Constitution or By-Laws.

The President is an ex-officio member of all Committees and Sub-Committees except where excluded by the Constitution or By-Laws.

Term: The President shall be elected for a term of three (3) years. (Constitution s. 19.4)

Reports to: The membership.

Position Summary:

The position of President is located in the National Capital Region and is a full-time paid position. The President ensures that the business of the Association is conducted in an efficient manner and in accordance with the Association's Constitution, By-Laws and any other relevant Association policies and directives, as amended from time to time, and as established by the membership and the National Executive Committee.

Responsibilities:

- In conjunction with the National Executive Committee; responsible for the policy making, strategy and political action of the Association.
- Officially represents CAPE, negotiates collective agreements, interprets the Constitution, presides at meetings, directs national operations, and contracts for services further to CAPE's Constitution, By-Laws and Association policies and directives, as amended from time to time.
- Delegates assignments and mandates to Management or the National Executive Committee Members based on identified strategic objectives and organizational needs.
- Promotes the goals and well-being of the Association and exercises supervision of the Association.
- Serves as the Association's sole spokesperson with the media and the public.
- Represents the Association on Parliamentary Committees, monitors and participates in Government initiatives.
- Chairs meetings of the National Executive Committee, General or Special Meetings, or delegates responsibility as required. Keeps the NEC's activities

focused on the Association's mission. Encourages collegial decision-making and NEC cohesion.

- Ensures Committee assignments are clear and holds National Executive Committee Members accountable for the tasks assigned.
- Builds positive relationships with counterparts in national and international organizations in the interests of the Association's strategic objectives and growth strategy.
- Manages the affairs of the Association. Delegates responsibility for day-to-day management of the staff and administration of the Association to the Executive Director.
- Ensures financial stability and organizational health; monitors financial planning and financial reports.

Requirements:

Must be a regular or pending member, in good standing, as required by the Association's Constitution and By-Laws.

Expected Qualifications and Skills:

- Acts with integrity and honesty. Actions are guided by the best interests of the Association and the public.
- Ability to oversee the implementation of a strategic vision by ensuring the appropriate plans are carried out to deliver efficient, effective, and high-quality services.
- In depth understanding of the professional, policy and community context in which the Association operates to recommend and oversee the impact of change.
- Clear understanding of the separate roles of the National Executive Committee's functions and the management functions of the Executive Director and the Management Team.
- Ability to act on behalf of, and in conjunction with, the National Executive Committee to provide leadership to the Association.
- Comprehensive understanding of the Association's Constitution, By-Laws corporate policies and supporting procedures.
- Effective and collaborative decision-making skills and abilities.
- Clear understanding of the fiduciary duties of a Chief Executive Officer.
- Effective communication and interpersonal skills to positively influence and communicate with the National Executive Committee and the Association's management and run effective meetings.
- Demonstrated ability to exercise judgment while taking risks.

- Track record of growing community credibility through leadership.
- Understanding of union values and a commitment to working with Membership accountability structure.
- Experience in the stewardship of resources belonging to others.