



## Roles and responsibilities: President

### Duties

- Establishes strategic direction and priorities for 997 Bridge FM and seeks the Board of Directors input
- Ensures the Board adheres to its bylaws, policies and procedures and mission statement
- Regularly communicates with the Station Manager to ensure effective operation of 997 Bridge FM
- Promotes the organisation's purpose in the community and provides a supporting role for the PR Director.
- Chairs the regular meetings of the Board and the Annual General Meeting
- Ensures that committee chairpersons are appointed
- Serves as ex officio member of committees and attends their meetings when needed
- Keeps the Board's discussion on topic
- Evaluates the effectiveness of the Board's decision making process
- Ensures there is a process to evaluate the effectiveness of Board Members, using measurable criteria
- Acts as a signing authority on behalf of the Board for financial and legal purposes
- Sets monthly Board meeting agenda in conjunction with input from Board members and the Station Manager
- Arranges for Vice to chair meetings in the absence of the Chair
- Provides guidance and leadership
- Orientates Board Members, committee chairpersons and the New President to the Board
- Adheres to general duties outlined in the Board member job description

### Considered Qualifications and Experience

- Leadership
- Communication—verbal and written
- Problem solving
- Relationship building