



POLICY CATEGORY: ADMINISTRATION

POLICY TITLE: PRESIDENT'S ROLE

Policy Number: 1.04

Date Approved: March 9, 2018

Purpose: To provide a job description and activity guide for the President.

Definitions: N/A

Policy Statement:

The President's primary role is to ensure the integrity and fulfilment of the Board's process. The President's secondary role is to represent the Board to outside parties from time to time.

1. The President's role is to ensure the board behaves in compliance with its own rules and those legitimately imposed upon it from outside NSCA.
 - a. Meeting discussion content shall be only those issues which, according to board policy, clearly belong to the Board to decide, not the Executive Director.
 - b. Deliberation shall be fair, open and thorough, but also efficient, timely, orderly and kept to the point.
2. The President shall support the Board in accomplishing its work by facilitating effective working relationships among Directors and creating a productive meeting environment.
3. The President shall chair the:
 - a) Executive Director Performance and Compensation Committee;
 - b) Nominations Committee
4. The authority of the President as Chair rests in making decisions that fall within Board policies on process and Board-Executive Director relationship, except where the Board specifically delegates portions of this authority to another individual or Committee(s). The President is authorized to use any reasonable interpretation of the provisions of these policies.

5. The President may represent the Board and NSCA to outside parties in announcing Board-stated positions and in stating his or her decisions and interpretations within the area delegated to him or her. The President may delegate this authority but remains accountable for its use.
6. The President, in consultation with the Executive Director, is responsible for the presentation of the meeting-by-meeting agendas which will be based on the Agenda Planning Cycle created by the Board and may include other items identified by the Board.
7. The President shall be responsible to communicate the annual plan for communication with Member Clubs.
8. The President shall maintain ongoing communication with the Executive Director between Board meetings, in a manner and schedule determined jointly, so as to stay informed of issues and activities and identify matters for future Board consideration. The President has no authority to supervise the Executive Director.
9. The President, with the Executive Director, shall decide the means of ensuring the Board is apprised of matters of importance as they arise between Board meetings.
10. The President shall validate Board meeting minutes by signing the original copy which is held in the NSCA office.

Scope: N/A

Related Procedure(s): N/A

Revision History	
Date Approved	Comments