President

The President is responsible for the successful planning and execution of all of the Organization’s events and initiatives throughout the year. The President will manage a volunteer team to complete the Organization’s objectives and will be accountable for representing the Organization to the Board of Directors.

Your Role as President:

• Support the Management and Events Committees in the successful planning and execution of their roles;
• Ensure that the Organization maintains a positive and productive working environment;
  o Clearly communicate roles, responsibilities and objectives to volunteer teams
  o Ensure teams are given access to the appropriate resources to complete their tasks
• Ensure that the Organization’s activities are aligned with its mission and vision;
• Communicate updates to the Organization’s Board on a regular basis;
• Facilitate communication between Management and Subcommittee teams;
• Find improvements and efficiencies within the organization;
• Ensure that events and initiatives are executed to meet a high professional standard while being responsible with Organization finances;
• Accountable for the successful delivery of the Organization’s events and initiatives and ensuring that the Organization meets its strategic goals
• Continue to build strong relationships with our top sponsors and assist in nurturing new sponsors

Commitment:

• Approximately 15-30 hours per week
• Mandatory attendance at monthly Board meetings
• Mandatory attendance at Monthly Meetings
• Chairs Quarterly Management Meetings
• Participation Out On Bay Street events and initiatives
• Attendance at organization team meetings as required
• Represent Out On Bay Street at external events as required

Examples of Deliverables:

1) Sponsorship Strategy and Package
2) Operating Budget and Approval of Team Expenses
3) Personnel Reviews
4) Stepping in to complete any tasks as needed. From helping with strategic planning, to creating name tags for the conference.
5) Building relationships with stakeholders and sponsors though in-person coffees or events.
6) Travelling to regional events in Canada.
7) Coaching team to grow, take challenges and grow through making mistakes and trying new things.

Works Closely With:

• Board of Directors
• Executive Officers
• VPs and Leads

Reports To:

• Board of Directors

Direct Reports:

• Executive: Executive Vice President, Corporate Treasurer, Corporate Secretary
• Occasionally: All VPs, Communications & PR Lead, Creative Director, Sponsorship Operations Lead, Regional Leads

Term: January 2017 – December 2017

Positions Available: 1