



Position Description - President

Governing Style:

The President will govern in a strategic manner that emphasizes long-range vision, consensus decision making, proactive leadership on key issues, and policy development that will define and guide the ongoing work of the association.

Purpose:

The purpose and role of the President is to provide leadership to the association and to speak on behalf of the association.

Responsibilities:

The President shall:

1. Represent the association at official meetings and functions or appoints a designate
2. Conduct interviews with media and journalists when necessary
3. Call and preside over meetings of the Board of Directors, including development of the meeting agenda
4. Ensure that the Board behaves consistently within the confines of the By-Laws of the association and the laws of Canada.
5. Oversee the coordination and work of the Board of Directors, ensuring that the Mission of the Association, its By-Laws and Procedural Guidelines are followed, and that action items resulting from CHPCA Board Meetings are accomplished within agreed timelines.
6. Call and preside over the Annual General Meeting of the association, including development of the meeting agenda
7. Call and preside over the Executive Committee teleconferences, including development of the meeting agenda
8. Provide support and leadership to the Executive Director
9. Provide regular (3 times per year) updates to the CHPCA membership regarding the activities of the Board of Directors by the inclusion of a report in AVISO, the association's newsletter
10. Report to the CHPCA Board of Directors regarding the activities and decisions made by the Executive Committee on behalf of the Board of Directors.
11. Sign the approved minutes of each Board of Directors meeting after the meeting minutes have been approved by the Board of Directors.
12. Sign the annual audited financial statements after they have been approved by the Board of Directors
13. Represents the association at meetings of the Quality End-of-Life Care Coalition of Canada (QELCCC)
14. Liaise with the 11 provincial hospice palliative care associations as required

Qualifications:

1. Leadership and experience in the field of hospice palliative care
2. Detailed knowledge of the Mission and Vision of the association
3. Knowledge of Parliamentary Procedure for the conducting of meetings of the association
4. Highly motivated with exceptional leadership qualities
5. Excellent communications skills
6. Able to work in a team/collaborative environment

Approved by the Board of Directors: April 2006