

	Policies and Procedures		Policy #
	Name: Job Description – President		2003-002
	Created by: Kevin Moller	Creation date: 01/20/03	
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SCOPE

The following outline the various tasks and responsibilities that are to be undertaken by the President of the Club. The President is expected to carry out these responsibilities; however he/she may delegate certain activities to other club members when support and assistance is required.

DEFINITION

The President shall:

- Preside over all meetings and have general supervision over the affairs of the Club.
- Work in close liaison with the Region.
- Interface with other clubs, Swim Ontario and any political bodies.
- Know the general workings of the club well enough to be able to guide new board members as to when their duties need to be done.
- Provide a written report to the Secretary for the Annual General Meeting.
- Chair the Management Committee (general operations of the Club).
- Serve on the Budget and Personnel Committee's.