

Role of the President

The Role of the Association President

The President:

1. is elected by the Board of Directors.
2. is the Chair of the Board of Directors.
3. is an ex-officio member of every committee.
4. is the first official spokesperson for the Federation.
5. is the liaison between the Board and its Executive Director.
6. is a signing officer.
7. is a first official to be contacted in the event of a crisis.
8. is expected to be in office for a minimum of two years; shall have a maximum term of three and shall not be eligible for re-election as a Director for two years following the completion of his or her term of office.
9. shall summon or cause to be summoned, and chair, all general meetings except as provided in the Constitution.
10. shall be responsible for the operation and management of the Federation in accordance with its Constitution and its Bylaws.
11. shall be the first choice for chair of any meeting of the Members.
12. shall cast a second and deciding vote in the event of a tie on any issue at the AGM
13. may be appointed Executive Director on an interim basis.
14. may have a petty cash imprest fund in such amount as may be authorized by a resolution of the Board of Directors.

The President, in chairing meetings of the Board of Directors, will:

1. keep to the Rules of Order – first those of the Federation and then by default, Robert's Rules of Order.
2. explain the Rules of Order to attendees as needed, including what type of motion is best for any situation; if it needs seconding and what kind of majority is necessary to pass it.
3. know the Constitution and Bylaws and be able to interpret them to those in attendance.
4. prepare the Agenda and place any financial report early in the Order of Business so that

attendees know how much money is available for new business use.

5. present the Agenda, but be prepared to accept reasonable modifications to it including additions, deletions, changes in the Order of Business and timing.
6. keep to the Agenda.
7. determine and state if there is a quorum.
8. rule on conflicts of interest and who can debate and vote.
9. require that business be approved only as a result of a motion that is legal in terms of the Constitution and Bylaws.
10. not make motions while in the chair.
11. require that motions be made and seconded before debate on them takes place.
12. set the maximum time allowed for each speaker to speak on a given topic.
13. keep the meeting on time.
14. require all speakers to address their remarks to the chair and not directly to other attendees.
15. require all speakers to stay on topic.
16. not allow any one or more individuals to dominate the meeting.
17. require all attendees to act in a dignified manner and show respect for others.
18. call on speakers to withdraw their remarks or apologize if they make offensive statements; order the removal of any person who persists in disorderly conduct.
19. monitor discussion and use paraphrasing and summarizing of speaker's statements and questions to clarify them.
20. require all motions to be clear, concise and seconded.
21. require complex motions to be written down.
22. require that amendments to main/substantive motions are acceptable to the mover of that motion and ensure that the amendment is voted on before a vote on the main motion is taken.
23. put motions to a vote and receive and announce the result.
24. allow all dissenters the right for that dissent to carry their names.
25. stay out of debate and monitor and control it to ensure that the business of the meeting is carried out in an agreeable and expeditious way.
26. temporarily give up the chair to someone else when they need to participate in debate.
27. not have a second and deciding vote in the event of a tie on any issue under debate at a Board of Directors Meeting.