**Role and Responsibilities of the Club President**

Welcome. Every club handles differently, but I will discuss some of the responsibilities likely to be in your job description.

**Club Structure**

* Conventional or traditional with Pres, VP’s, convenors and standing committee members
* Co-Presidents and/or other roles
* Executive Committee.

**Meetings**

* Chair meetings of the Executive Committee as well as monthly General Meetings
* Attend when possible:
  + Regional (hub meetings and fall gatherings),
  + Provincial and National meetings and AGM’s.

**Information**

* Review roles and responsibilities with all incoming Executive members
* Familiarize yourself with and dispense information as appropriate:
  + constitution at all levels
  + membership manual
  + advocacy policy and procedure and resolutions process
  + CFUW policy
* Club, Provincial Council and National websites
* Transfer of information from past to present Executive Members

**Communications**

* Assist with club communications where appropriate
* Deal with all correspondence
* Advise others re special events as appropriate

**Advocacy**

* Consult with Advocacy chair re Standing Committee (where it exists) and Issues as they arise,
* Ensure advocacy policy is reviewed with Advocacy Committee members and is adhered to
* Letters written are copied to National Pres, Prov Council Pres, RD and National Office.

**Management**

* Ensure all policy and procedures are followed by Exec members and their committees,
* Update constitution as required,
* Develop and/or update club strategic plan,
* Develop annual operating plan,
* Offer support, encouragement praise and thanks to Executive. Make them feel welcomed.

**Other Duties possible / as agreed upon or required**

* Signing officer
* Ex-officio member of all club committees
* Involvement in club communities