



## CHATV President Job Description

The President is elected at the Annual General Meeting and holds a two-year term.

The President is a voting member of the CHATV Executive who attends and chairs all meetings of the Board of Directors and supports the general management and the affairs and operations of the CHATV.

The President's responsibilities include but are not limited to:

- acting as a signing authority for financial matters,
- representing the CHATV to the community,
- dealing with complaints and issues from landowners and members,
- liaison with the local Townships Staff and Council Members of (Wollaston & Limerick) and the local community,
- connecting with service providers and signing work orders,
- networking to support business partnerships,
- overseeing matters of governance,
- supporting board recruitment and development,
- mapping and development of trails and
- providing leadership and oversight on local projects.
- the President acts as the official spokesperson for CHATV.

### **Requirements:**

- Candidate must hold a valid OFATV permit for a minimum of six months and / or be an affiliate club member of CHATV.

### **Time Commitment:**

- President must be available approximately 6 – 8 hours per week to deal with club matters.
- The CHATV Executive must meet a minimum of 4 times per year. Meetings have typically been held on a monthly basis, and last approximately 2 hours per meeting.
- The President creates the meeting agenda in consultation with the Secretary and chairs all board of directors' meetings.
- Participates in the quarterly OFATV President's call, typically 2 hours per month.



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- May participate in the monthly OFATV Board of Directors meeting, if also elected as District Director or Alternate District Director
- Available to approve financial documents as a second signature, in a timely manner.
- Able to monitor and respond as required to questions or concerns posted on Facebook page.
- Additional time would be required to work on other projects or club tasks.

### **The ideal candidate for President would:**

- Have a high interest in club development and be an enthusiastic supporter of sustainable trails.
- Understand volunteer board governance and accountability.
- Be proficient using computers, ability to scan and send documents; effectively able to use GPS systems, able to use Microsoft TEAMS
- Be comfortable communicating in front of people, presenting to local Municipal Councils and to Hasting County Council and working with community partners, such as the local snowmobile club and sponsors.
- Have experience dealing with volunteer boards or other positions demonstrating leadership, and an understanding of non-profit governance.
- Have experience planning and chairing effective meetings.
- Support CHATV Directors, Coordinators and/or Volunteer Committees
- Supporting skills would include but not be limited to:
  - Ability to organize effective club meetings,
  - Ability to scan and share documents electronically,
  - Managing Social Media posts,
  - Ability to share information to support trails mapping and development,
  - Leading and managing people,
  - Presentation and writing skills for reports.
- Possess personal qualities of integrity, credibility, and a passion for promoting the Mission of CHATV.

The President of CHATV is able to stand for election to also represent District 2 of OFATV, as the District 2 Director or Alternate Director. If elected as the District 2 Director, the President is required to attend all OFATV monthly board meetings and quarterly President's meetings.