

# President & Vice President

## Description of Role & Responsibilities

Last Updated: October 24, 2023

Voting Positions

### President Duties & Responsibilities:

The President and Vice President act as General Managers of the Club. The most important duty of the President and Vice President is to Develop the strategic direction of the club and oversee the planning and execution of that strategy.

### They are responsible to lead the operating committee as follows:

- Set a leadership tone that clearly outlines to the EC the primary objectives of the club.
- Ensures that the club provides programs that service the community and the interests of the community
- Chair the monthly meetings with the EC with the assistance of the EC  
Clarifies business and follow up on EC Action Items / Initiatives
- Assigns tasks to EC members as required
- Creates Committees for special projects as required
- Presides / Chairs the AGM and other special meetings (except when the position is vacant / up for election)
- Ensure that the Croatia Norval Soccer Club is managed in accordance with its by-laws, policies and mission statement and guiding principles
- Ensure that all decisions and/or directives of the Board are implemented in a timely manner
- Represent CNSC at all OSA, PHSA Meetings, Hearing and Events (As Required)
- Ensure that the CNSC operations are managed in a timely and efficient manner
- Ensure that all positions required to run the CNSC operations are staffed
- Appoint committees as required to carry out CNSC business or objectives
- Work with the CNSC Board and the CNCC Board to develop a dynamic and strategic roadmap for the Club and its role in the community.
- Present an annual report of the state of the CNSC at the AGM
- Have signatory authority, in addition to one other role within the club (typically treasurer or club operations mgr)
- Point person for the HNNS Savez, and lead on any HNNS initiatives that CNSC is a part of such as the annual Youth Tournament and Men's Tournament. Fulfill all registration requirements, communication to club membership and HNNS hosting club.
- 2 Year Term

### Ideal Candidate Requirement:

In order to be considered an ideal candidate for President a member would ideally have served on the board for a minimum of one year in some other capacity. It is critical that the President understand the landscape of soccer in Peel Halton and Ontario Soccer as well as have a foundation of knowledge and experience within Croatia Norval Soccer Club.

### Special Knowledge & Skills:

- Has an understanding of the soccer landscape in Peel Halton District and Ontario Soccer
- Has Leadership skills to lead a group and provide direction
- Has the ability to steer meetings
- Has the ability to prioritize club business and action plans
- Has the ability to communicate with membership via written and interpersonal communication methods
- Has the ability to use sound judgment and hold others accountable for club business

**Past President:** The immediate past president shall serve as an advisor to the board and the current President to efficiently transition roles and responsibilities. The position will carry a term of one year.

**Vice President Role:**

- To work together with the President on all responsibilities and duties that reside under their umbrella
- Serve as back up to the President in situations where a conflict of interest may arise or if the President is temporarily unavailable
- Serve as a Chair to special committees as required
- 2 Year Term (opposite years from the President)