

# Job Description

## President

### ROLE AND RESPONSIBILITIES

- Works with the Board to develop and monitor the implementation of the TBN Vision and Mission, ensuring that TBN policies are followed, and resolves issues that are pertinent to TBN
- Represents TBN to the public
- Chairs the Board meetings and mediates conflicts as necessary
- Works with the Treasurer and the Board to ensure monies are spent appropriately
- Acts as one of the two signing officers for the bank account and investment portfolio
- Reviews Bank accounts online monthly
- Ensures that members are kept informed about all relevant TBN matters, working with the Communications Director and other Board members as needed
- Works with and supports other Board members to accomplish their goals
- Attends TBN meetings and functions as necessary and possible to support the Directors and Coordinators
- Ensures that members' concerns are addressed appropriately
- Encourages volunteerism and supports member volunteers for all they do for the club
- Encourages ideas and changes that enhances TBN
- Writes a President's Message for each issue of the club e-newsletter Chain of Events
- Provides support in finding a successor for the position of President

### PREFERRED SKILLS

- Leadership experience in volunteer organizations
- Excellent listening, mediation and diplomacy
- Written and verbal communications, and ability to represent TBN to its members and the public

Last Updated By:	Governance Committee	Date:	2021-07-20
Reviewed By:	Board of Directors	Date:	2021-09-23
Approved By:	Board of Directors	Date:	2021-09-23