



## Oshawa Art Association Inc. President ~ Job Description

**Summary:** To lead and direct the activities of the Oshawa Art Association (OAA) towards its primary objective of advancing the public's appreciation of the visual arts by promoting public art exhibitions, presentations and supporting members in their art endeavors in the community.

The President shall be a Director appointed by the board and shall have served at least one term as an officer or director in another capacity.

This is a voluntary, non-paying position.

### **Definitions:**

Board: means the board of directors of the Association;

Director: means an elected member of the Board;

Functions: means any OAA executive authorized event including but not limited to executive and general meetings, art shows, fund raising events.

### **Duties & Responsibilities:**

- The President shall be the Chair of the Board;
- Conducts all business activities representing the OAA with the highest level of personal and professional ethics and integrity;
- Focuses on meeting member needs and expectations;
- Establishes dates and times for meetings (Executive, General, Special and Annual General meetings) in conjunction with the Board;
- Chairs all meetings of Members and Executive (when possible) in accordance with the By-Laws and Roberts Rules of Order;
- Establishes agenda and sends to board members before the scheduled meeting each month;
- Ensures that functions are being organized and executed in accordance with the OAA By-Laws;
- Assists in the planning of functions when required;
- Oversees and supervises the adequacy and soundness of the organization's financial structure;
- Ensures financial records are reviewed or audited annually;
- Ensures disclosure (Conflict) of interest is maintained by all directors;
- Ensures that the "Non-profit" status is maintained;
- Ensures that the organization has adequate insurance coverage for functions;
- Ensures that meeting facilities are arranged;
- Establishes and maintains an effective system of communications throughout the organization;
- Represents the OAA with other art associations and the public;
- Ensures minutes are recorded at Executive, Special and Annual General meetings;
- Ensures the By-Laws are followed and maintained.



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### **Authorities:**

- Has counter-signing privileges for all cheques and legal documents;
- Votes only in the event of a tie;
- Establishes policies in conjunction with the Board;
- Invites or admits any person to meetings;
- Suspends or removes members of the Association in conjunction with the Board;
- Has a set of all keys related to all OAA assets.

Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

### **General Qualifications & Skills:**

- Ethics:
  - Treats people with respect;
  - Keeps commitments;
  - Inspires the trust of others;
  - Works with integrity and ethically;
  - Upholds organizational values;
- Judgement:
  - Displays willingness to make decisions;
  - Exhibits sound and accurate judgement;
- Teamwork:
  - Balances team and individual responsibilities;
  - Exhibits objectivity and openness to others' views;
  - Gives and welcomes feedback;
  - Contributes to building a positive team spirit;
  - Puts success of team above own interests;
  - Builds morale and group commitments to goals and objectives;
  - Supports everyone's efforts to succeed;
- Competencies
  - Leadership;
  - Written and verbal communication proficiency in English;
  - Basic computer knowledge (e-mail, word processing, Excel);
  - Some financial management understanding.



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### Revision History

<b>Revision Date</b>	<b>Changes Made</b>	<b>Reason for Change</b>	<b>Approved by</b>
22-Sept-10	Created Job Description	To establish roles of the OAA Executive	Ron Blackwell
05-Sep-13	Updated job functions	To comply with changes to Constitution	Ron Blackwell
04-Jan-18	Revised to include responsibility and authority (incomplete)	To comply with new By-Laws	Ron Blackwell
21-Jan -21	Updated and completed job description	To finalize job description	Karen Coyle