

# Norwood Community Centre

87 Walmer Street | Winnipeg, Manitoba, R2H 3H4  
204-986-7056



## President

[www.norwoodcc.ca](http://www.norwoodcc.ca)

<b>Convener Title:</b>	President	<b>Term of office:</b>	Annual
<b>Location:</b>	Norwood Community Centre	<b>Voting member:</b>	No – only in the event of a tie
<b>Level/Salary Range:</b>	Volunteer Position	<b>Position Type:</b>	Volunteer Position
<b>Position Description:</b>			
<p><b>Overview</b></p> <p>The purpose of the Norwood Community Centre is to provide a broad range of recreational, social and leisure activities for persons of all ages residing within the designated areas through the management and operation of the facilities and grounds.</p> <p>Any resident of the area, who has served at least one previous term as a member of the Board of Directors, may be nominated to hold the office of President. The President has, by general direction of the Board of Directors, general charge and over-sight of the daily operations of the Centre.</p> <p><b>Qualifications</b></p> <p>Must be a member of our community and living within our district.</p> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Abide by the constitution and by-laws (attached)</li> <li>• Shall preside as chairperson of all General and Executive Meetings</li> <li>• Prepare agenda items with the assistance of the secretary prior to the meetings</li> <li>• Shall generally supervise the affairs of the Community Centre</li> <li>• In conjunction with the Executive Committee, and with the approval of the board, decide the manner in which any agreements, letters or other documents shall be signed.</li> <li>• Shall be an 'ex-officio' member of all committees</li> <li>• Shall appoint a nomination committee chair who will prepare, with the consent of nominees, a slate of Executives for the coming year.</li> <li>• Shall provide direction to the board members in the performance of their assigned duties</li> <li>• Shall act as a liaison to the Community Services Department in all matters pertaining to the operations of the centre</li> <li>• Shall instruct, as required, the Chairperson on various committees</li> <li>• Shall act as a signing authority for the centre</li> <li>• Shall only vote at meetings to break a tie</li> <li>• Shall be responsible for presenting a written report of the year's activities of the centre at the Annual General Meeting</li> <li>• Shall act as Past-President for a one year term following the term of presidency</li> <li>• Shall ensure all of the centre's books are reviewed or audited annually</li> <li>• Encourages Board members to participate in meetings and activities</li> <li>• Act as a representative or appoint a representative of the centre to the District Community Centre Board</li> </ul>			
<b>Standard Forms</b>			
Constitution and by-laws			
<b>Reviewed By:</b>	Norwood Community Centre Board	<b>Date:</b>	October 19, 2017
<b>Approved By:</b>	Norwood Community Centre Board	<b>Date:</b>	October 19, 2017
<b>Last Updated By:</b>	Jill Sutherland	<b>Date/Time:</b>	October 19, 2017