

# BOW VALLEY LINE DANCE CLUB

## POSITION DESCRIPTION

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Position:	<b>PRESIDENT</b>
Term:	One year
Reporting To:	BVLD Members

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### RESPONSIBILITIES:

- Ensure effective functioning of the Board in its role of governing the Club.
- Establish a transparent and respectful operating environment conducive to open dialogue.
- Collaborate with the Secretary in the preparation of agendas for Board and General meetings.
- Prepare for and chair all Board and General meetings.
- Ensure that the Board operates in a manner consistent with the Club bylaws.
- Ensure full and timely communication with Executive members and Club members.
- Hold signing authority on the Club bank account.
- Reply to correspondence addressed to the President/Chair.

The President may delegate certain duties to other Executive members on an ad hoc or continuing basis, subject to agreement of the Board and/or the membership.

Approved: 2018