

President

The President shall:

1. Preside at all meetings of the Association, including the Annual General Meeting, and meetings of the Board of Directors and the Executive Committee;
2. Be an ex-officio member of all committees, except nomination and meeting committees;
3. Be responsible, in cooperation with the Secretary, for the preparation and distribution of all agenda for meetings of the Association, the Board and the Executive Committee, and minutes arising thereof;
4. Be responsible for establishing the normal schedule with regard to regulations for the security and distribution of the membership list, in accordance with the direction of the National Council and the Conservative Constituency Administration Manual. Additional request must be directed to the President, who will authorize distribution of the membership list, on a temporary or permanent basis, when the Board of Directors outside the normal schedule agrees upon such requests.
5. In particular, care must be taken to follow the direction of the Conservative Party and the Board of Directors, though the Executive, when membership lists are distributed during Nomination proceedings. These lists, in both electronic and hard copy format, will be returned to the VP Membership and certified destroyed by the VP Membership following the nomination and election process.
6. All membership details and contributions are confidential. Email address must be protected, within the limitations of the computer software systems. Directors with authorized access to such information in the performance of their duty are equally responsible for the security of membership information and lists along with those in the key positions of President, Vice President and Financial Agent.
7. The President will, on cooperation with the Membership Director and the Board as a whole, make every effort to enhance the membership of the Board with members who will contribute during the year. When these individuals have volunteered, they will be briefed on the positions available and requested to select a position of responsibility. After agreement is reached, they will then be presented to the Board of Directors for ratification by majority vote to become directors. At the end of thirty days, they will have directorial authority in accordance with the Conservative Constitution.

Other Responsibilities of the President:

1. The President is the primary contact between the E.D.A., the National Executive Committee and the National Office, and is required to distribute all documents and information received from these organizations to the appropriate Officers, Directors and Committee Chairs.
2. The President is also the primary link with other Conservative Party Riding Associations and the Southern Ontario Presidents Council.
3. The President will meet regularly with the Conservative MP or candidate in the riding.

Note 1: The Association phone number and fax machine are normally installed in the home of the president on a separate business line unless other arrangements are made. The phone provider on a monthly basis, mails telephone invoices to the Treasurer for payment. Telecommunications expenses are part of the annual budget planning process.

Note 2: The president must be familiar with computers and have such access, given the size of the Board, the requirement to meet deadlines, and the geographic dispersion of the riding. Every director should be encouraged to acquire a computer and be available on-line, and should be offered assistance from the Board in term of acquisition and training. This procedure is vital to ensure good and timely communications.

Time Commitments

1. On average, this position takes up to 20+ hours a week.
2. Must chair one Executive and one Board meeting monthly.
3. Must attend Eastern Ontario's Presidents council monthly meeting.
4. Be available to attend meetings with the M.P.