



Council Chair Volunteer Position Description

The senior volunteer representative of the council.

Responsibilities

- call council and executive committee meetings regularly or as needed as well as hold elections at the Council's Annual General Meeting
- set the agenda for these meetings (decide what needs to be discussed, in advance)
- chair the meetings (focus the discussion on the agenda, encourage input from others, look for agreement, make sure key decisions are made clearly, summarize the tasks everyone has agreed to do)
- be one of the signing officers on the council's bank account
- work with other executive members to recruit volunteers for committees and vacancies in the executive
- work with executive to coordinate activities
- work with Secretary/Treasurer, to ensure that council members and National Office are well informed of council activities. (Advise National Office of the names and addresses of your executive members)
- represent the Foundation at official functions and special events
- ensure that the council is working within the regulations and goals of the Foundation
- maintains regular contact with National Office about council activities. It is important for the Chair to communicate any relevant correspondence from the National Office to the council executive and members
- plan yearly budget with Treasurer, and ensure that the annual recommitment package is sent to the National Office by September 15th
- recognize council members for work done