

# President

## **1.1. Conditions of Nomination:**

Must have served at least one year on the Executive in the immediate past two years

## **1.2. General Responsibilities:**

1. Provide leadership to the current EMHA Executive and Association; assist as required, all EMHA Executive in fulfilling their roles; either directly or by delegating;
2. Chair EMHA executive meetings
3. Represent on behalf of EMHA at meetings;
4. Support and enforcement of the EMHA Constitution, Mission and Policies
5. Fill all EMHA Executive and volunteer roles by appointing members to volunteer positions to be approved by the EMHA Executive;
6. Be the direct contact with the community facilities used by EMHA;
7. Consult with the Facilities Manager and EMHA Ice Scheduler on the availability of ice time for Embro/Kent Tournament

## **1.3. Specific Duties:**

8. With the EMHA Treasurer and EMHA Vice-President have co-signing authority of all cheques;
9. Break tie votes (limited to motions) when chairing EMHA Executive meetings or at the EMHA AGM;
10. Communication control point to all organizational members;
11. Lead and organize the EMHA Disciplinary Committee dealing with any complaints relating to Harassment or Abuse;
12. Report abuse and harassment complaints to the OMHA as per OHF and OMHA policy;
13. Record all complaints written and/or verbal and treat as confidential;
14. Mediate issues which are considered misunderstandings and easily corrected;
15. Prepare and convey a meeting agenda at least one week prior to meeting;
16. Ensure minutes are kept at all meetings and provided to all EMHA Executives and organizational members at least one week after the meeting; and
17. Maintain a book of instructions and procedures pertinent to the maintaining of the organizational documents and subsequently pass this material on to the successor.

## **1.4. Accountable to:**

18. The EMHA Members; and
19. The EMHA Executive.

## **1.5. Volunteer Requirements:**

20. Consistent throughout the year, about 10-20 average hours per week.