



Society of Saint Vincent de Paul Toronto Central Council

Position Description President & Chair, Board of Directors Toronto Central Council Society of Saint Vincent de Paul

Overview: The president is elected for a non-renewable term of 5 years by the voting members of Toronto Central Council and is confirmed as chair of the board by resolution of the board of directors. If not already a board member, the president becomes a member of the board as well as an officer of the corporation.

The qualifications for and the role of the president and chair of a central council are generally described in the latest edition of the Rule and Statutes of the Society. The chair of a board of directors shall carry out the duties of the chair as described in the by-laws.

Duties & Responsibilities:

1. Provides leadership for the board, staff, particular councils and conferences that constitute Toronto Central Council.
2. Supports all of Toronto Central Council, both members and staff, in their Vincentian activities.
3. Serves as chair of the board of directors.
4. Recommends to the board the appointment of the other officers (vice-president(s), secretary & treasurer), the spiritual advisor and the chairs of all committees of the board.
5. Chairs all meetings of the board and of the members.
6. Works closely with all committees of the board and the executive director who is the chief executive officer responsible for the day to day management of the corporation and its staff.
7. Provides the liaison between staff, committees and the board.
8. Ensures that a strategic plan is developed, evaluated and updated on a regular basis.
9. Ensures that there is a regular self-assessment of board performance.
10. Ensures that there is an annual assessment of the executive director by the board.
11. Acts as an agent of the board in all matters affecting Toronto Central Council.
12. Represents the Society, the board of directors and all the members and staff of Toronto Central Council to the public.
13. Performs any other duties relevant to the position as described in the by-laws or conferred by direction of the board.