

Calgary Marathi Association

Job Description – President, Executive Committee



Job title: President ,

Work Location: Calgary

Reports to: Executive Committee

Full-time
 Part-time

Exempt
 Nonexempt

Job Description:

Be well informed of all organization activities, internally and externally. Be a good listener and look out for the best interest of the committee. The president should have a vision for the year, and have the ability to carry it out while meeting committee needs and staying within the year's budget. The president should also be a good role model and a positive image for the club as he/she is the main point of contact for external businesses.

Essential Duties and Responsibilities:

- The President shall be responsible for the guidance of the affairs of the Calgary Marathi Association
- The President shall preside over General Body and Executive Committee meetings.
- The President shall report on the general progress of the Calgary Marathi Association at the annual General Body meeting.
- The President could disallow any resolutions, amendments, motions, etc. at the Executive Committee or General Body meetings, if they are against the spirit of the Calgary Marathi Association
- The President or any other Executive Member deputed by the Executive Committee shall represent the Calgary Marathi Association, and participate on behalf of the CMA, at meetings organized by outside groups and agencies involving activities for that calendar year.
- The President shall serve as an important connecting link between the E.C. and BOT so as to ensure good communication between the two committees.
- He/she will be responsible for planning out all programs for the year and assign roles to members of committee to bring plan to fruition
- Review budget from previous year and currently to come up with budgeting framework
- Lay out basic accounting framework for treasurer to align with planned programs
- Assess current programs being run by CMA, progressing the ones that are excelling and omitting the ones that are not up to par
- Always integrate all level of CMA, providing a good mix of cultural and socializing events

Qualifications:

- Should be elected by that year's committee
- Should be a visionary
- Have good leadership skills
- Be a strong and effective communicator
- Have welfare of CMA on top their agenda