

National Association of Federal Retirees

Calgary and District Branch

Title: Branch President

Role: As the head of the branch board, the President provides leadership to the board, ensuring effective branch management through: governance, financial planning and management, delivery of member support, local advocacy activities and being informed on organizational matters.

Activities:

The Branch President is responsible for the following:

- Chairs branch board meetings and prepares board's agenda with input from board members
- Chairs branch members' meetings and prepares the annual agenda with content as required in the branch by-laws.
- Provides leadership to the branch and encourages board members to participate in meetings and activities
- Evaluates the effectiveness of the board's decision-making process
- Ensures Committee members are appointed
- Onboards and orients board members and committee chairpersons of the board
- Develops and/or leads the succession planning process for members of the branch board and other volunteers
- Represents the branch at District, Regional and the national AMM meetings
- Responsible for ensuring that the branch is compliant with the national by-laws and Association policies including:
 - Ensuring branch by-laws and any subsequent amendments are submitted for review by National Office and approval by the National Board of Directors
 - Collecting membership dues from a member of the branch who has not authorized dues deduction at source and remitting the national operations portion of these dues to the Chief Executive Officer on a quarterly basis
 - Providing a copy of the minutes of the branch annual meeting, signed by the President and other elected directors
 - Providing a copy of the reviewed branch financial statements for the year as reported at the branch annual meeting, a statement identifying the branch financial accounts and the institutions where they are held

Other responsibilities of a branch president include the following:

- Signs contracts, within nationally delegated signing authority, on behalf of the branch
- Delegates responsibilities appropriately among members of the executive and appointed volunteers
- Coordinates the activities of the executive and volunteers
- Represents the branch and Association at inter branch meetings, meetings with local media and community activities
- Maintains effective contact with the members, district directors, their designated support volunteers, other branches and National Office

General Expectations

- Respects and follows all Association By-laws, regulations and directives, including the Code of Conduct and branch by-laws.
- Attend all Board meetings, assigned committee meetings and the Annual General Meeting
- Attending these meetings fully prepared in advance to facilitate the efficient running of the meetings
- Supervises and mentors key volunteer roles
- Prior to vacating the President position, assists in recruiting and training a successor.
- Participates in National Office training and information sessions

Skills and Competencies

- Strong leadership skills
- Governance knowledge
- Knowledge of best practices in volunteer management and engagement
- Mentoring/coaching skills
- Ability to deliver presentations
- Excellent interpersonal and communication skills
- Excellent organizational and time management skills
- Knowledge of Microsoft Word, Excel, Zoom platform and the use of the internet