



Job Description: President

Objective

To provide overall leadership and direction of the association and ensure the Grand Valley Trail Association Board of Directors has a clear vision of its purpose and current priorities, and directors work in tandem to achieve association goals.

Responsibilities

LEADERSHIP

- Represents the Association and its interests to outside communities and organizations, or delegates such representation as needed
- Stays current and knowledgeable on all major issues and items of business interest to the association and of interest to the broader hiking community in the province
- Presides at all meetings of members
- Presides at all meetings of the Board, or delegates when necessary
- Chief spokesperson to the media, community and membership on behalf of the association
- Final escalation point on contentious issues, unresolved problems and other anticipated occurrences.

BOARD EFFECTIVENESS

- Encourages and supports directors, volunteers and members in all activities relating to key goals of the association and in the delivery of key initiatives. Support and encouragement is to be provided in all manner: verbally, in writing, by active participation.
- Ensures that all functions of the Association and the Board are well tended to.
- Delegates responsibilities to Directors to carry out specific GVTA programs and initiatives.

STRATEGY

- Guides the development of the strategic plan and oversees the implementation of the plan for the association
- Convenes any special board or membership meetings
- Provides annual updates to the membership at the AGM

RELATIONSHIP MANAGEMENT

- Ensures solid working relationships are in place with key stakeholders and suppliers, including Ondago, RemWeb, GRCA, Hike Ontario, public landowners including townships and municipalities and large private landowners.
- Ensures through board leadership that member activities, events and communication needs are met.

ADMINISTRATION

- As a member of the board, chairs monthly board meetings
- Chairs Annual General Meeting
- Prepares monthly reports to update board on relevant issues
- Reviews insurance coverage and ensures compliance with terms
- Signs cheques, thank you letters to donors
- Manage one off issues and requests
- Review and approve the annual budget before presentation at the AGM

Reports to

- Board of Directors.

Qualifications

- Be a member in good standing of the GVTA.
- Prior Board experience is preferred.
- Commitment of at least three years on the Board of Directors.
- Knowledge of the GVTA trail.
- Strong inter-personal skills.
- Excellent organizational and planning and directing skills.
- Proficient in Microsoft Office.

Resources

- Vehicle preferred (mileage compensated). Internet, E-mail. Current GVTA guidebook provided. Access to newsletter software, membership database and Google Drive platform provided with training as required.

Time Commitment:

- Attend 10 evening Board meetings per year on the second Tuesday of each month, between 7:00 pm to 9:00 pm. No board meetings in January and July.
- Host a planning meeting in the summer at a date determined by board members.
- Chair Association's Annual General Meeting (usually held in mid/late May)
- Meet with hike directors in between board meetings as required to resolve issues, further plans.
- Participate in Association related events.
- Perform regular executive functions/planning/consultations: average 3-5 hours weekly.