



Position Profile

West Lansing Homeowners Association

President

Brief Description of Role:

The President shall preside over all meetings and generally supervise the association's activities and to report at, and preside over, the annual general meeting.

Primary Responsibilities:

1. Ensure Board has sufficient members and key roles are assigned - treasurer, secretary, signing authorities. Ensure protocols are followed.
2. Set agendas and facilitate monthly (except summer) Board meetings and AGM.
3. Identify Board projects and priorities; get agreement on annual work plan. Monitor progress and manage for changes.
4. Create content and manage email newsletters. (shared responsibility)
5. Post key documents, events, news to website. (shared responsibility)
6. Point person for residents. (shared responsibility)
7. Point person for Councillor Filion's office, other Associations etc. (shared responsibility)
8. Work with residents on Committee of Adjustment and OMB appeals (this is a shared responsibility)
9. Be ambassador, champion for WLHA at events- Earth Hour, cleanups, Canada Day etc.
10. Monitor a variety of news sources related to issues of community interest.

Key Competencies:

1. Strong people Skills.
2. Strong Project Management skills.
3. The ability to find consensus when dealing with multiple stakeholders.
4. Patience.

Time Commitment: May depend on many factors including:

1. President's available time and personal interests.
2. Strengths and interests of other board members and their available time, and the distribution of work load.
3. Outside (both ad hoc and unforeseen) requests including those from residents, city councillor etc.
4. The number of priorities set by the board for completion.

Challenges of Position:

1. Satisfying the diverse opinions and wants and needs of the various stakeholders.
2. Managing the expectations of members.

Boundaries of Position: 1. To operate within the bounds of the constitution.