



# Thames Valley Trail Association Job Descriptions

## President Job Description

Updated June 2019

1. Ensure that the operation of the TVTA is in accordance with the procedures and policies of the Association.
2. Provide strategic direction to TVTA. In consultation with Directors, members, and others, the President will
  - a. Identify deficiencies in TVTA's operations and engage the appropriate Directors, and others, in seeking solutions
  - b. Identify opportunities to improve TVTA's operations and engage the appropriate Directors, and others, to develop proposals to bring to the Board for consideration
  - c. Look for ways to streamline TVTA operations and reduce the workload on Directors and volunteers
  - d. Seek ways to raise the profile of TVTA with the public and with other organizations. Where appropriate, foster collaboration with other organizations.
3. Be the public voice of TVTA (see communication policy)
4. Monitor motions passed by the Board and the required follow-up. Ensure that committee leaders and Board members are coping with their duties.
5. Lead organization and planning for the AGM.
6. Represent the TVTA or designate a representative for relevant meetings. Write letters of support/concern on behalf of TVTA Board.
7. Sign legal agreements on behalf of TVTA.
8. Write a "President's Message" for each Trekker. Contribute other articles as appropriate. Provide brief items to each Comings and Goings.