

**Position:**  
President

**Term:**  
1 year

**Description:**



The president is a BCCI board certified chaplain who is responsible for ensuring that the board of directors and its members are:

- a. Aware of and able to fulfill their governance responsibilities, in compliance with applicable laws and bylaws
- b. Able to conduct board business effectively and efficiently
- c. Accountable for their performance

The president is accountable to the board of directors and membership.

**Specific Duties and Responsibilities:**

- a. Oversees board and Executive Committee meetings
- b. In collaboration with the CEO, prepares the agenda for the board and Executive Committee meetings
- c. Serves as one of the signing officers for certain documents on behalf of the board of directors
- d. Provides direction and support to board of directors
- e. Serves as an ex-officio member of all committees
- f. Works in partnership with the CEO to make sure board resolutions are carried out
- g. Appoints all committee chairs with the advice and consent of the board and, with the CEO, recommends who will serve on committees
- h. Acts as spokesperson for APC
- i. Ensures representation of APC to other groups and entities
- j. Ensures that structures and procedures are in place for effective recruitment, training and evaluation of board members
- k. Ensures that structures and procedures are in place for securing the resources required by the association
- l. Establishes, or proposes the establishment of, committees, and may assign tasks and delegate responsibilities to committees and/or directors
- m. Oversees searches for a new chief executive
- n. Commits to make an annual financial contribution to APC