

# Job Description Board President



The Board president is elected by the Board to act as the senior officer of the cooperative for purposes of signing legal documents, performing cooperative leadership, and coordinating and organizing functions outlined below. The Board president is liaison with the General Manager (and the rest of the management team), supervises/oversees governance affairs of the Co-op and is a primary communications link between the Board and membership, the local community, and government. The president is part of the executive committee, which also includes the Board secretary and vice president and the general manager.

An effective Board president shows leadership, impartiality, persistence, patience, respect, decisiveness, and forethought. S/he coordinates with others to induce discussions and decisions. The president should be familiar with the co-op's goals and coordinate leadership in accomplishing those goals with the general manager.

## Individual Duties (in coordination with other Directors)

- Attend executive committee meetings and take responsibility for setting the Board meeting agenda. Understand and sign legal corporate documents as required. Organize an effective Board of Directors:
  - Set the tone for constructive communication, provide leadership, manage Board business, planning, and member communication.
  - Determine the make-up of Board Committees as needed.
  - Organize Board administrative matters, including Board training and retreats, annual calendar preparation and activities, record keeping and documentation.
- Provide for perpetuation of a strong Board of Directors: Manage ongoing recruitment of qualified candidates. Plan for and coordinate new Board member orientation.
- Know the personalities, prejudices, limitations and strengths of other directors and delegate based on strengths.
- Preside over and conduct productive Board Meetings:
  - Use parliamentary procedure (sparingly) to keep meetings on track, suppress irrelevant discussion, or handle difficult members.
  - Encourage directors to speak, ensure presented material is adequate, encourage brainstorming and new ideas, know agenda subject matter.
  - Avoid influencing by waiting to express opinions until after other directors have spoken.
  - Strive for strong majority votes through pre-meeting discussion and/or waiting to hold vote until issues have been fully explored.
- Manage election-related tasks as needed.
- Maintain an effective relationship with the General Manager, including time outside the Board meetings to discuss operational and strategic issues. Apprise other Directors about issues that come up in meetings with the GM.

## In cooperation with the General Manager

- If appropriate, respond to customer comments that are received.
- Speak for SNFC representing the members. Explain plans, policies, programs, and actions at member meetings, meetings with other Co-ops and community events.