

**President** – Provides leadership to a governing structure that is able to develop policy and make informed democratic decisions that support the philosophy of the Centre.

**Responsibilities:**

- Facilitate the ongoing planning for the Board and Centre functions.
- Prepare, in consultation with the Board Members, Management the agendas for Board and Annual Meetings.
- Ensure that all Board Members receive orientation and on-going support to carry out Centre work in a professional manner. Be sure that all board members sign an oath of confidentiality annually.
- Delegates responsibility as needed and maintains communication between committees/ Board and Management Team.
- Ensures that information is communicated to Board/ Management so informed decisions can be made.
- Evaluates the performance of Board Members in order to assist the nomination process for the upcoming year.
- Have signing authority for Bylaws, Ministry forms and banking. Keep apprised of the concerns of the members and greater community.
- Supervises and evaluates the job performance of the Executive Director. To respond to requests that require action that cannot be delayed until the next Board Meeting.

**Qualifications:**

- Organizational, communication and conflict resolution skills
- Knowledge of the Day Nurseries Act and operations and functions of the Seaforth Cooperative Childcare Centre.
- Ability to delegate and consult.
- Public relation skills
- Must have served a minimum of one year on the Board of Directors.