



The **CANADIAN CRAFT AND HOBBY ASSOCIATION (CCHA)** is currently seeking candidates to be nominated to fill the position of

## **President/General Manager by Interim**

This position will be effective September 1<sup>st</sup> 2009 for the period of three years. The association is a not-for-profit association founded in 1978. The association office is located at *633419 Hwy 10 N, Mono Plaza, Orangeville, Ontario, L9W 2Z5 519-940-5969*. The association serves its members by providing for the growth, unity and strength of the industry in Canada through education, communication and promotion. Past activities have included bi annual trade shows, educational and business training along with trade publications. The association hosts two websites, one for trade [www.cchacanada.org](http://www.cchacanada.org) and one consumer ([www.cdncraftretailer.com](http://www.cdncraftretailer.com)). The association is currently restructuring activities, programs and member benefits and will host its Annual General Meeting to members in Toronto October 19 2009 and Calgary October 26 2009

### **Duties of the President** *(Canada Corporations Act (Non Profit) August 22nd 2000)*

The President shall be the chief executive officer of the corporation. He/she shall preside at all meetings of the corporation and of the board of directors. He/she shall have the general and active management of the affairs of the corporation. He/she shall see that all orders and resolutions of the board of director's care carried into effect.

For the next 12 months, or any other period as determined by the Board of Directors, the President will also act as the General Manager by Interim.

It is anticipated that at some future date when the association has achieved sufficient growth that the role of General Manager by Interim will be separated from the President's duties.

### **General Responsibilities**

This is a volunteer position. The President is responsible for ensuring that the Board of Directors and its members are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct board business effectively and efficiently and is accountable for their performance.

In order to fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board, government offices; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

## **Accountability**

The President is accountable to the Board of Directors or Members as specified in the bylaws. The President may delegate specific duties to the Director of Operations, Board members and/or committees as appropriate; however, the accountability for them remains with the President.

## **Specific Duties**

## **Board-Staff Relations**

The President is the primary liaison between the Board and the Director of Operations. In this capacity, the President:

- Meets regularly with and communicates daily the Director of Operations regarding general operating issues and procedures. It is estimated that initially this could involve a significant amount of time until the association has been re established, approximately equal to one full work day a week
- Ensures that periodic performance reviews of the Director of Operations are conducted;
- Participates in the hiring and evaluation of the Director of Operations/executive director.

Once the position General Manager by Interim has been converted to a full time General Manager, this responsibility would fall onto the General Manager

## **Meetings**

The President ensures that an agenda is planned for board meetings. This may initially involve frequent periodic meetings with committee chairpersons and the Director of Operations to draft annual and meeting agendas and reporting schedules.

The President presides over meetings of the Board of Directors. In this capacity, the President:

- Chairs meetings according to accepted rules of order for the purposes of
  - encouraging all members to participate in discussion;
  - arriving at decisions in an orderly, timely and democratic manner;
- Votes as prescribed in the bylaws. In boards that operate with and executive committee, the President performs the above duties for the executive committee

## **Board Committees**

The President serves as an ex-officio member of board committees specified in the bylaws. In this capacity, the President role is

- to serve as a voting member of the committee (if specified in the bylaws);
- to negotiate reporting schedules;
- to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

## **Community Relations**

The President ensures that the organization maintains positive and productive relationships with media, sponsors, and other organizations. In this capacity, the President serves as primary spokesperson for the organization duties may include:

- Representing the organization to the media;
- Representing the organization on governmental or nongovernmental organizations and committees;
- Timely and appropriate reporting of Board decisions and actions to members.

## **Signing Officer**

The President is normally designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

## **Board Development**

The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

## **Financing**

The President ensures that structures and procedures are in place for securing the resources required by the organization.

## **Delegation**

Depending upon the organization's needs and its bylaws, the President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or directors.

Reference source [http://garberconsulting.com/job\\_description\\_president.htm](http://garberconsulting.com/job_description_president.htm)

Candidates interesting in standing for election by the CCHA Board of Directors for this volunteer position are requested to submit an application in writing to:

### **CANADIAN CRAFT AND HOBBY ASSOCIATION**

633419 Hwy 10 N  
Mono Plaza, PO Box 101  
Orangeville, Ontario, L9W 2Z5  
Phone 519-940-5969  
Fax 519941-0492

*See application form below:*



**President Nominee:** \_\_\_\_\_

Company: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Have you had previous experience which would compliment your position as President for the CCHA?

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What do you envision as the CCHA role in the Creative Industries?

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Where do you see yourself contributing to the Board of Directors?

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