



## Job Description of the Executive President

The Kindersley Minor Sports President is the Chairman of the Executive and leader of the association. The objective of the executive is to level the playing field for all programs involved in the association. The executive is a group of unbiased individuals who seek to make decisions that will affect the entire association in a positive manner. All decisions must be made with the ultimate goal being the improvement of programs that directly benefit children. No one program is deemed more important than the other and it will be absolutely necessary for all programs to support each other and work together for the betterment of the association as a whole. Although programs may run differently the protocol and financial accountability will remain consistent.

The KMS executive is the body that approves suggestions and recommendations from the program boards. Such matters for the executive to make decisions on are financial matters, disciplinary matters, constitutional matters, protocol matters, etc. The decision of the KMS executive is final and is only subject to further question by the Director of Leisure Services. The Director of Leisure Services is to communicate directly with the President of KMS and support the decision of the executive so the integrity of the executive will be upheld.

Besides presiding over the executive there are other duties that relate to this volunteer position.

1. Oversee the office staff - administration and accounting. The book keeper also works closely with the Executive Treasurer.
2. Represent Kindersley Minor Sports at public functions, media events, and fundraisers that support the Recreation Community in general. PR is a big part of the job!
3. Directly communicate with the Town of Kindersley's Director of Leisure Services regarding association matters. Sit as a member of the Recreation Advisory Committee.
4. Receive reports and questions from the Program President's, and give input and encouragement where needed. Have a finger on the pulse of the association without having a finger in every situation!
5. Set an agenda and call an executive meeting once a month. Chair the meeting. The President does not receive a vote on motioned items.
6. Negotiate contracts (hockey, skating, ball) with the Town of Kindersley regarding facility usage.
7. At the end of both the winter and summer season, recognize volunteers coaches, managers and board members with a letter of thanks.
8. Handle calls or correspondence from those lodging a complaint against the association.
9. Encourage the program boards to implement ideas to see their programs grow and flourish.
10. Model and maintain a professional business image to establish a good reputation for the KMS association.

Term is 2 years

Booth/volunteer hours are waived, attendance at executive meetings is mandatory