



PRESIDENT ROLES & RESPONSIBILITIES

The Alberta Carriage Driving Association Board President provides leadership to the Board of Directors and ensures all Directors and Chapters have an equal voice in decisions made by the Board of Directors.

The ACDA Board President:

- Chairs meetings of the Board.
- Ensures the Board adheres to its bylaws.
- In consultation with Board members, sets short- and long-term goals.
- Evaluates progress of the planned outcomes.
- Collaborates with the Secretary to prepare the Board's agendas with input from Board members.
- Collaborates with the Secretary to prepare correspondence from the Board.
- Encourages Board members to participate in meetings and activities.
- Keeps the Board's discussion on topic by summarizing issues.
- Keeps the Board's activities focused on the ACDA Objectives.
- Evaluates the effectiveness of the Board's decision-making process.
- Leads the Executive Committee which manages and ensures programs and services are implemented.
- Chairs meetings of the Executive Committee.
- Ensures that committee chairpersons are appointed.
- Orients Board Members and committee chairpersons to the Board.
- Serves as an ex officio member of committees and attends their meetings when needed.
- Acts as one of the signing officers for documents, such as contracts and grant applications.
- Promotes the ACDA's purpose in the community and the media.
- Represents the ACDA in the community.
- Ensures there is a process to evaluate the effectiveness of Board Members, using measurable criteria.
- Recognizes Board Members' contributions to the Board's work.
- Ensures that the Board governs as well as manages programs and services.
- Prepares an annual report for the AGM.
- Orients the new President.
- Responsible for annually calculating Hi-Point Award winner and create the AGM presentation.
The president may delegate this duty to another ACDA member.

The Board President does not have the power to veto Board decisions. These decisions can only be changed by the Board with a motion approved at a Board meeting.