

# PEI POTTERS STUDIO COOP

<b>Job Title:</b>	<b>PRESIDENT</b>
<b>Group:</b>	Executive
<b>Term:</b>	2 year term with option to renew at AGM
<b>Reports to:</b>	Board of Directors
<b>Training:</b>	

## Job Description

### ROLE AND RESPONSIBILITIES

#### President

- Head of Executive and responsible for joint decision making with Executive and Team Leads
- Chair of Executive meetings, with deciding vote in tied/stalemate votes
- Responsible for delegation of roles, responsibilities and decision making to Executive and Team Leads
- Ensure that all Executive positions are filled
- Responsible for any HR requirements relating to staff
- Ensure that all bylaws and procedures for the operations of the Coop are adhered to
- Responsible to oversee all committees of the Board and to ensure that Team Lead positions are filled appropriately.
- Work with Treasurer to establish budgets and monitor spending on behalf of the Coop
- Co-sign cheques with Treasurer and maintain petty cash
- Act as spokesperson for Coop in publicity and promotions (radio, TV, newspaper)
- Call and oversee the annual AGM, and ensure that proceeding follow bylaws and parliamentary rules
- Act as liaison with public on phone inquiries and delegation of responses to appropriate individual
- Contact person for special events (ie Annual Fund Raising Sale)
- Review and discuss ideas for special projects with members and executive (ie Bowls for Supper Saturday)

### COMMUNICATIONS

- -keep members updated on studio news and updates
- -respond to questions from members, or forward to the person who can answer
- -prepare regular updates and/or newsletter for members on a variety of topics
- -respond to email inquiries from the public
- -respond to phone inquiries from the public
- -promotion of classes, workshops and other events through website, social media, the Buzz and other media outlets as required (draft news releases, social media posts, web content etc)
- -respond to media inquiries and serve as spokesperson as required
- -ensure website (blog) is kept up to date
- -ensure brochure is kept up to date
- -send updates to key stakeholders and partners as needed (ie. City Recreation Dept., PEI Crafts Council, This Town is Small etc)

<b>Approved By:</b>	<b>Name</b>	<b>Date:</b>	<b>Date</b>
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