



PETERBOROUGH NEW HORIZONS BANDS

Position Description: Board President and VP

Date Issued: 2024 July 4

Brief Description:

The Board President and VP (Vice President) are also Board Directors. These positions are described in the By Laws. This document describes in more detail what the position holders do, which includes the items described in the By Laws. If there is a conflict between these 2 documents, the By Laws rule. See "Board Director position description" for the duties the President and VP perform as well as those duties described in this document.

The Board President provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The President co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Board Directors and between the Board and senior management, if any, of the Corporation. The President ensures the Board discusses all matters relating to the Board's mandate. Unless otherwise resolved by the Board, the President shall act as Chair of the Board.

The Board VP is the backup for the Board President and typically is the next President in training.

Board Meetings:

- Schedules regular board meetings
- Works with the Board Secretary to create the board meeting Agenda and reviews/updates the board meeting minutes before it is sent to the Board for review and approval. Also assists with finding a venue for the board meeting.
- Chairs the board meetings.

AGM (Annual General Meeting):

- Prepare documentation for the AGM (eg. agenda, documents, venue, proxy process)
- Work with the Board Secretary,
 - No less than 4 weeks before the AGM, inform the membership of the AGM and allow time for them to submit proposals at least 5 days before the AGM.
 - Receive Member proposals for the AGM prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.
 - No less than 1 week before the AGM, send the membership the AGM documents and official invitation.
 - Coordinate Proxy arrangements.
- Chairs the AGM.



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Duties:

- Serve as the Board's central point of communication with the senior management, if any, of the Corporation; provide guidance to senior management, if any, regarding the Board's expectations and concerns. In collaboration with senior management, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies and planning and performance information are appropriately presented to the Board.
- Respond to member communications in a respectful and timely manner.
- Keep the membership informed of Board decisions and PNHB information on a regular basis.
- Pass on grant applications, contracts, resignations, resumes and any other PNHB documents to the Board Secretary to file.
- Sign all approved documents on behalf of the Corporation (see "PNHB Documentation Guideline")
- On Committees as referenced in the "Terms of Reference" documents.
- On the Dialogue Committee (both VP and President), which liaisons with the Conductors and Coaches
- Negotiates all contracts with Coaches, Conductors and Band Assistant.
- Signs all contracts (eg. Venues, storage locations)
- Is a signee for the PNHB Bank Accounts. Signs cheques.
- Assist maintaining these documents, (xxxx-xxxx being the year eg. 2023-2024 and date being the date the document is as of eg. 2024-8-1)
 - "PNHB xxxx-xxxx BOARD of DIRECTORS date" of who is on the board.
 - " PNHB xxxx-xxxx AREA OF RESPONSIBILITIES" so the Board Directors know what they have been assigned to and who the contacts are for specific roles and tasks.
 - "PNHB Organizational Information", so future boards will have background information on how the organization works.
- When all concerts are completed for the year, ensure our use of copyrighted music is reported to SOCAN/ENTANDEM. Work with the Admin Assistant.
- Ensure financial obligations and government requirements are being met. Work with the Treasurer.
- Responsible for the general management and supervision of the affairs of the corporation.



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Date Approved: July 4 / 2024

Signed: *[Signature]*
PNHB President

Signed: *[Signature]*
PNHB Board Secretary

Revision History:

Date	Description	Who
2024 July 4	New	Bev Murphy consulting the current Board Directors.