

Terms of Reference

President, Canadian Military Wives Choirs Association

Overall Role:

1. To oversee the administration and coordination of the Canadian Military Wives Choirs Association and by extension all Canadian Military Wives Choirs, within the guidelines of Canadian entertainment and not-for-profit law and the constitution and bylaws of the Canadian Military Wives Choirs Association (CMWCA).

Responsibilities:

1. Oversees all administration of both the association and individual/local choirs
2. Is the first point of contact for any association business (may delegate this to another association member)
3. Sets the agenda and holds regular CMWCA meetings as per constitution guidelines
4. Chairs all meetings (may delegate this to another association member if unavailable)
5. Calls an annual meeting of CMWCA stakeholders as per constitution and bylaw guidelines
6. Is responsible for the CMWCA membership, calls for new members as required
7. Ensures all CMWCA members have had a criminal background check and adheres to a professional code of conduct. In the odd chance that conduct is not maintained, removes CMWCA member from office
8. Ensures all CMWCs are run in a safe, inclusive manner that is supportive of the Canadian Armed Forces as a whole
9. Monitors Social Media posts and comments
10. Reviews and approves of minutes of previous meetings at each regular meeting
11. Reviews and approves monthly financial statements at each regular meeting
12. Regularly reviews the CMWCA constitution and suggests any amendments as required.
13. Liaises with choirs in all administrative matters
14. Ensures the Association and all choirs operate in a legal, safe manner as per current entertainment and not for profit laws
15. Acts as the spokesperson for the CMWCA or delegates as appropriate
16. Advocates for potential events, performances and appearances of choirs—locally, regionally, nationally and internationally
17. Assists choirs in event management
18. Mentors potential new CMWCA members
19. Attends external meetings, conferences etc. as appropriate.
20. General overseeing of tasks within the CMWCA to ensure all tasks are being fulfilled
21. Is a signing authority for the association's bank account.
22. Holds voting rights as a member of the association's board of directors.
23. Attends association board of directors meetings.
24. Obtains a Criminal Record Check within 6 months of taking up the position.

Skills/Experience needed

1. A good President must always appreciate that in this position there will be less opportunity to voice her own opinions at meetings
2. Willingness to devote the necessary time and effort
3. Strategic vision
4. Good, independent judgment
5. Ability to think creatively
6. Willingness to speak their mind
7. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
8. Ability to work effectively as a member of a team
9. Good conflict resolution skills
10. Familiarity with Google suite; docs, G drive, gmail, sheets, etc.