

<b>Policy name:</b> role of president-elect	<b>Date approved:</b> April 14, 2009 <b>Revised:</b> April 14, 2010 <b>Revised:</b> April 13, 2011
<b>Policy type:</b> Executive Governance	<b>Review date:</b> 2013-2014
<b>Purpose of the policy:</b> This policy brings clarity to the role of the president-elect.	

There shall be a Conference president-elect who shall hold office for one year immediately prior to being installed as president.

Tasks/responsibilities

The president-elect spends a year learning about the working of the Conference and the issues it is facing.

Specific tasks include:

- a) Be a member of Conference's Executive
- b) Be a member of the business committee at the Conference's general meeting
- c) representing the president at events which the president is unable to attend
- d) attending meeting of the General Council if held during term of office
- e) chair the Executive's nominations committee
- f) other tasks as assigned by the Conference
- g) to act for the president if necessary or upon request (2010)

See section 430 (b) of *The Manual*

Reporting relationship: to the Conference and its Executive

Liaison required with: the president and/or Executive Secretary of Conference

Financial control/responsibility: none

Time required: average three hours per week

Term of office: one year, from the rise of one Conference general meeting to the rise of the next general meeting; followed by two years as president of Conference; followed by one year on the Conference Executive as past president

Skills required (2010)

- ability to chair meetings with grace, good humour and efficiency
- ability to articulate policies and positions taken by Toronto Conference and The United Church of Canada (2011)
- ability to delegate tasks

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- ability to discern and make use of the skills of other members of the Conference's Executive and other volunteers
- ability and willingness to speak publicly
- ability to sit back while current president is in office;
- ability to do some thinking and dreaming about a theme while in office as president (2011)

Orientation/training provided: yes, through Executive Secretary