



SDA Board Position: President

As laid out in the bylaws, the SDA President shall:

- a) preside at all meetings of the Association, and of the Board;
- b) perform all acts and deeds pertaining to this position;
- c) exercise general control and supervision over the affairs of the Board and the Association; and
- d) be an ex-officio, non-voting Member of all committees with the exception of the Professional Conduct Committee, the Discipline Committee, and the Nominations Committee.
- e) responsible for the Finance and Communication Committees

What type of things does the President do?

The President chairs all of the SDA Board meetings (either in person or via teleconference). There is usually 8-10 meetings per year and they vary in length and location. The President also chairs the Annual General Meeting.

The President is a signing authority for SDA. As such, he/she will be required to sign all official SDA documents (ie. docs submitted to SK Health, CDRE contract, rental agreements).

The President sets the direction of the Board and therefore the Association during their term. The President and Board develop a strategic plan together. The President ensures that the priorities set out in the strategic plan are manageable and achievable.

The President is a representative for the Association, therefore may attend the NIRO meetings 1-2 times per year.

Provide feedback and direction to the Registrar, Bookkeeper, Administrative Assistant and act as a liaison to the Alliance.

For the finance committee, the president acts as the chairperson and oversees the annual financial audit, the investments of SDA (reviews with banker and makes recommendations to board for ratification) and drafts the annual budget and takes to the board for approval. The President, along with the Registrar and a minimum of one other board member have signing authority on the SDA bank account. All cheques require 2 signatures.

For the Communication Committee, the president works with the other committee members on things such as the website and newsletter.

Estimated number of hours: 3-6 hours/week

A minimum of 8 meetings per year with the SDA Board.

Participates as an ad hoc member of all committees (except professional conduct, discipline), so may participate in committee teleconferences on an as needed/as available basis.