



Paramedic Chiefs  
of Canada  
Chefs Paramédics  
du Canada

## **ROLE:**

### **The President:**

1. Provides leadership to the Board of Directors, Executive Committee and membership;
2. Ensures that all members of the PCC adhere to its bylaws and policies;
3. Evaluates the effectiveness of the Board's decision-making process and overall contribution to the Association;
4. Works with the Executive Director to ensure that the day-to-day business and management of the Association, in accordance with the bylaws and policies is adhered to;
5. Promotes the PCC's purpose in the Paramedic community, the media and within government.

## **RESPONSIBILITIES:**

The President must:

1. Preside at all meetings of the Board and the Executive Committee;
2. Call meetings of the Board and the Executive Committee;
3. Ensure the agenda for the Board and Executive Committee meetings as well as the Annual General Meeting are prepared with input from the Board of Directors and the Executive Director;
4. Endeavour to ensure a majority of Directors attend meetings to represent a quorum; the President has the casting vote in the case of a tie;
5. Ensure that Committee Chairpersons are appointed;
6. Serve as ex-officio member of committees and attends their meetings when needed;
7. Ensure there is a process to evaluate the effectiveness of the Board and Executive

Director, using measurable criteria;

8. Act as one of the signing Officers for cheques and other official documents, such as contracts and grant applications, along with one other Officer (which can include the Executive Director but excludes the Past-President).

9. Support committees and working groups;

10. Prepare and provide a report for the Annual General Meeting;

11. Orient the new President; and

12. Carry out duties as assigned by the Board.

#### **INDIVIDUAL RESPONSIBILITIES:**

1. Govern all meetings in all cases to which they are applicable and in which they are not inconsistent with bylaws and policies of the Association;

2. Encourage Directors participate in Board meetings and PCC activities and recognize their contributions;

3. Address any issues or concerns with individual Directors and the Executive Director, as required;

4. Consult with Directors who have not fulfilled their responsibilities, in conjunction with the Nominating Committee Chairperson;

5. Ask a director or the Executive Director to leave the Association, if approved by a resolution of the Board;

6. Keep the Board's activities focused on PCC's mission and strategic plan;

7. The President must have the support of their respective service, including financial support, when required to attend in-person meetings of the PCC;

8. The President recognizes the personal time commitment required to participate on the PCC Board of Directors;

9. The President has participated in working groups and committees and has previous experience in the working groups and committees of the PCC.