



## **PRESIDENT**

The Jamaican Canadian (JCA) is seeking qualified candidates to run for the position of President at the upcoming Annual General Meeting (AGM).

### **QUALIFICATIONS/SKILLS:**

- A minimum of two years' experience serving on a Board in a leadership position in a volunteer or community based organization
- Knowledge and skills in multiple areas of Board governance: policy, finance, programs, and/or personnel
- Knowledge of current and political affairs
- Excellent communication skills both verbal and written
- Ability to think strategically and develop long term strategies
- Capacity and team building skills
- Extensive knowledge of the Jamaican Canadian Association, including its history and organizational structure

### **TERM:**

The President is elected to serve for a two (2) year term

### **REQUIREMENTS:**

- Member of the JCA for a minimum of two (2) years serving on a committee or member of the Board
- Serve as the Chief Volunteer of the organization
- Extensive knowledge of non-profit and charitable sector
- Knowledge of issues impacting the communities and constituents served by the JCA
- Evaluate annually the performance of the organization in achieving its mission
- Ability to lead members, volunteers and stakeholders in the planning and execution of the organizations' short and long term plans
- A minimum time commitment of up to 40 hours per month
- Ability to work independently and collaboratively in a fast paced environment
- Extensive network across multiple sectors that can support collaborative partnerships for the organization
- Excellent verbal and written communication skills
- Experience with various software and online platforms including Microsoft Teams, MS Word, PowerPoint, Excel
- Social media savvy



## **MAJOR DUTIES:**

- Be spokesperson for the Association, with the approval of the Board, in all matters affecting the Association.
- Chair monthly Board meetings, Quarterly and Annual General Meeting (AGM) membership meetings.
- In conjunction with the JCA Board, appoint Ad Hoc Committees necessary to the general administration of the Association ensuring the general membership is represented on these committees
- Provide written reports at each Membership Meeting
- Represent the Association in the wider community
- In collaboration with the Board of Directors set policies, long and short term strategic plans
- Monitor annual, monthly and program and financial reports
- Supervise JCA staff as required.