THE OTTAWA GUILD OF POTTERS

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| | **PRESIDENT- Volunteer Job Description,**<br>**Ottawa Guild of Potters – Executive Position**<br><br>Prepared by Colette Beardall, June, 2010<br>Revised by Prudence Au, February, 2013 |
| **Organization** | **The Ottawa Guild of Potters (OGP)** is a non-profit organization to further the knowledge of ceramics and support the work of area potters. Monthly meetings are conducted and workshops and seminars are held. Two sales are held each year. One in April along with a juried exhibition and one in November. Local charities are supported, and there is a bursary program for area high school students. The newsletter is distributed monthly to the members. This position description is for a volunteer role that a Guild member takes on. |
| **Position** | **PRESIDENT** |
| **Function** | **Internal/Operational**<br>The President functions as a member of the Guild Executive Committee throughout the year usually in the capacity as chair. He/she is responsible for the effective governance of the guild.<br><br>**External**<br>He/she shall represent the guild both in liaison with other organizations, the City and in other public capacities. |
| **Requirements** | The President is expected to attend all Executive Committee meetings (usually 8-10 per year) and participate in group email discussions between meetings and special executive meetings. This position requires someone who can lead discussions and decisions in a responsible, fair and honest manner for the betterment of the guild and with neutrality.<br><br>Knowledge of Microsoft Word, email tools, good verbal & written communication and the ability to be flexible within reason are assets for this position.<br><br>Some knowledge of chairing meetings is helpful. Meetings follow Roberts Rules of Parliamentary Procedure.<br><br>The president shall have signing authority for the guild along with the treasurer. |
| **Duties** | The President is accountable for<br>• Organizing/facilitating all guild business at the Guild Executive meetings and the general membership meeting. He/she must prepare for and participate in the discussions in a fair manner.<br>• Requesting agenda items for the executive meetings and setting the agenda. Agendas are preferably distributed one week prior to the meeting.<br>• The general membership meeting agenda which will be built from the Executive meeting agenda. The president or person chairing the meeting shall not vote on motions, except in the case of a tie vote, in which case the chairperson will cast the deciding vote.<br>• Ensuring that vacant positions are filled. An attempt by the VP and president will be made to fill positions unless the positions fall within a guild committee (i.e. this becomes the chair of the committee responsibility). |

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| | • Assisting to prepare the awards to members in collaboration with the VP and Past President to be presented at the AGM. This includes both certificates and pins<br>• Reviewing the Constitution and Bylaws at the beginning of their tenure and 2 months prior to the AGM and ensure appropriate changes are brought forward to the membership, if appropriate.<br>• Ensuring issues are dealt with and brought to closure, if possible.<br>• Ensuring proper government filings are completed in a timely manner by the Treasurer and Secretary of the Executive such as Tax Returns and Annual Reports for the Federal Government.<br>• Book meeting facility (Heritage Room @ Nepean Visual Arts Centre) during the summer for next September – May season.<br>• Contact: Karen Borrens (Karen.Borrens@ottawa.ca)<br>• Guild executive and general meetings usually occur the first week of the month and alternate between Mondays and Tuesdays |
| **Term** | Up to a maximum of three years at one time. Following a term as President, the person will become Past President. It should be noted that the role of Past President is a job that does not require a vote and is a role automatically assumed. However, the Past President's name is included in the list of nominations for acceptance at the May Annual General Meeting.<br>The President is expected to help recruit and train the Vice President. |
| **Evaluation** | Executive at large, general membership |
| **Benefits** | Great opportunity to gain experience as a President of a small enterprise.<br>Wonderful opportunities for networking within clay communities and other arts groups. |
| **Approval and Review Dates** | This job description was approved by the Executive <date><br>It is scheduled to be reviewed in <date>. |