

OFSAA EXECUTIVE POSITIONS DESCRIPTION OF DUTIES

1. Vice President

- two-year term;
- voting member of the Executive Council;
- attend the Annual Assembly meeting in April each year;
- member of the Management Committee (meets via conference call on an as-needed basis);
- should attend the Representatives' Council meeting in November;
- Chair of the Future Directions Committee (two-year term) - two meetings annually;
- Chair of the Principals' Council Representatives (two-year term) - one meeting annually at the Annual Assembly in April;
- may fill in for the President if necessary;
- may be a member of a Board of Reference;
- may be a member of any other ad hoc committee;
- weekday commitment - seven days/year (maximum nine).

2. President

- two-year term;
- Chief Executive Officer of the Federation;
- presides over meetings of the Management Committee, Executive Council, and General Assembly (the Management Committee meets via conference call on an as-needed basis);
- should attend the Representatives' Council meeting in November;
- primary liaison between the staff and the Executive Council;
- provides administrative guidance to staff;
- may become involved in a public relations capacity;
- may be a member of a Board of Reference;
- may be a member of any other ad hoc committee;
- attends the Annual General Meeting of School Sport Canada;
- weekday commitment – seven to twelve days/year.

3. Past President

- two-year term;
- voting member of the Executive Council;

- attend the Annual Assembly meeting in April each year;
 - member of the Management Committee (meets via conference call on an as-needed basis);
 - should attend the Representatives' Council meeting in November;
 - provides support to the President;
 - acts as a resource (based on experience and expertise);
 - continue in a public relations capacity;
 - may be a member of a Board of Reference;
 - Chair of Finance and Personnel and may be a member of any ad hoc committee;
 - weekday commitment - five to seven days/year.
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