



A.M.A.N.B.
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ASSOCIATION OF MUNICIPAL ADMINISTRATORS OF N.B.
ASSOCIATION DES ADMINISTRATEURS MUNICIPAUX DU N.-B.

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PRESIDENT
Position Description

Under the authority delegated through the resolutions and/or consent of the Board of Directors or Executive Committee, the President shall:

- (a) be the chief elected officer of the Association;
- (b) promote the benefits of AMANB to current and potential membership;
- (c) ensure that the mission, goals and objectives are followed by the Association and its members;
- (d) determine the agenda for all meetings of the Board, Executive Committee and annual general meetings, in collaboration with the Executive Director;
- (e) preside at meetings of the Board, including the Executive Committee and meetings of the membership of the Association;
- (f) ensure familiarity with the Constitution, policies and resolutions of the Association and applicability during business meetings;
- (g) act in an ex-officio capacity on committees of the Association;
- (h) work with the Executive Director to see that policies, programs and educational opportunities that will serve the Association's mission and goals are developed and presented to the Executive Committee, Board of Directors and general membership;
- (i) serve as a member of the Executive Committee;
- (j) serve as the Association representative, along with the Executive Director on the Provincial Municipal Council;
- (k) serve as Board member for UMN (ex-officio);
- (l) be the spokesperson for the Board of Directors, Executive Committee and the Association;
- (m) serve as a liaison to affiliated associations and organizations;
- (n) communicate to the Board of Directors, Executive Committee and membership on a regular basis;
- (o) undertake a yearly performance appraisal of the Executive Director, in conjunction with the Vice President;
- (p) sign cheques according to the Association signing authority: cheques are signed by one of: President or Vice-President, and the Treasurer or Executive Director;
- (q) perform such other duties, functions, and responsibilities as assigned by the Board of Directors, Executive Committee and/or approved by the membership.