



Board of Directors
President
Position Description and Duties

Revised 2-15-2019

Purpose of this position is to be responsible for providing general leadership for the Board of Directors activities. The President is an elected member of the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD) and the Senior Citizens Foundation Board of Directors., hereinafter referred to collectively as the CRSAC. As such you assume responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs.

Primary responsibilities of the President:

- Provide strategic leadership and general direction to fellow members of the BOD.
- Preside over all meetings of the BOD.
- Because the Executive BOD makes all Human Resource decisions the President shall be the single voice communicating those decisions to the Executive Director and staff.
- Ensure that accurate position descriptions exist for all BOD positions, Executive Director and staff.
- Keep abreast of CRSAC's financial condition and its budget execution.
- Keep abreast of committee activities and ensure they are performing in accordance with their charter.
- Recruit and recommend new BOD members when needed.
- Working with the BOD and Executive Director, review all operations to ensure it supports the CRSAC's overall mission.
- Ensure that membership concerns are addressed in a timely way.
- Initiate periodic reviews of activities such as staff benefits & compensation, Employee Handbook, bylaws, strategic plan, retention policy, BOD Binders, BOD Expectations, membership, membership awards, etc.
- Ensure all BOD members perform their duties consistent with the CRSAC mission statement.
- Work closely with the Executive BOD on other duties as requested by the Executive BOD and/or legal counsel.