



**CLCA/ACCL**

***Canadian Lactation Consultant Association  
Association canadienne des consultantes en lactation***

**POSITION TITLE: PRESIDENT**

**RESPONSIBLE TO:**

- Serve at the order of the Board of Directors and the CLCA/ACCL membership.

**REQUIREMENTS:** The President will

- Be a voting member elected by the membership of CLCA/ACCL.
- Be an active CLCA/ACCL member
- Certified by the International Board of Lactation Consultant Examiners.
- Have a vested interest in the organization's well-being.
- Have good organizational and written/oral communication skills.
- Have the ability to analyze and discuss issues of policy and organizational process and actively participate in the decision-making group.

**TERM OF OFFICE:**

- Two year term.
- When the President's circumstances warrant, resignation may be tendered by submitting written notification of intent to resign to the Board of Directors with a 30 day notice.
- The President can only be removed from office by membership vote; however, his/her authority to act can be suspended by a vote of the Board pending this membership vote.

**DUTIES:** The President shall

- Chair all Board meetings
- Communicate with Executive Director on ongoing basis for all CLCA/ACCL business.
- Prepare an annual report, emailed two weeks prior to Board meeting.
- Prepare an annual written report for AGM.
- Carry out Board assigned projects.
- Represent CLCA/ACCL at conferences and meetings whenever possible.
- Prepare the agenda, with input from the Board and Executive Director, and solicit BOD's reports for the AGM.

- Arrange, prepare, and chair any conference calls required.
- Do any work necessary on draft policy recommendations to the Board coming from this position
- Supervise and assist CLCA/ACCL's representatives to various committees and working groups.
- Bring any concerns and comments from the representatives to the Board.
- Stay informed of activities, progress, and concerns of each Director.
- Mediate any conflicting concerns among Directors.
- Transfer files and orientate incoming President.

**EQUIPMENT REQUIRED:**

- Frequent access to email
- Access to photocopying

**TIME COMMITMENT:**

- 5- 8 hours per week (more hours needed when preparing for Board/AGM meetings)

**COMPENSATION:**

- All CLCA/ACCL Directors are volunteers.
- Reasonable expenses, as approved in the budget and disbursed by the reimbursement policy, for office supplies, telephone, and photocopying directly utilized in work for CLCA/ACCL should be reimbursed when original receipts are provided.
- Travel expenses for meetings and conferences cannot be provided without prior approval of the Board of Directors.

REVISED ON: September 27, 2017