



The Navy League of Canada – Stony Plain Branch

PO Box 2276 Stn. Main, Stony Plain, AB T7Z 1X7



JOB TITLE: President

SUPERVISORS: Alberta Division

TASK EXPECTATIONS:

- Ensuring activities are compliant with Branch Objectives
- Leading, managing, and developing the Branch's volunteers and culture
- Monitoring and accessing Branch's programs and impact
- Monitoring and accessing sound and compliant fundraising practices
- Monitoring and accessing sound and compliant financial management practices including budgeting
- Supporting the Board, Committees and Corps
- Maintaining beneficial relationships between corps
- Ensuring effective communication regarding the Branch's priorities, importance, programs, and activities
- Championing the Branch's and advocating to internal and external stakeholders
- Keeping informed and the Branch's leadership informed of significant developments and changes
- Heading the Branch's planning process
- Ensuring Legal compliance

SKILL EXPECTATIONS:

- Commitment to the Branch's mission and direction
- Organized and capable of making sound decisions
- Problem solving skills
- Able to commit time
- Good English Communication skills
- Approachable
- Mediation

TIME COMMITMENT EXPECTATIONS:

- Available for all meetings as required
- Available to answer any questions at any time
- Available via email/telephone during regularly scheduled business hours with a reasonable return time (24-48 Hrs.)
- Available to all members of the board and CO's for information requests and outside meetings (approx. 2 hrs. per week)
- Other random duties as required to fill any gaps

MINIMAL QUALIFICATION:

- One year prior as a Vice President
- Mentorship and/or any relevant management experience
- Pass a basic RCMP Screening (CPIC) & Alberta Navy League Screening
- Commit for Kids Certificate
- AGLC GAIN Training (within the last 3-5 years)
- Experience with Computers & basic software skills (i.e. Email, Word etc.)

Supporting
Royal Canadian Sea Cadet Corps #299
Navy League Cadet Corps #203 Erwin J Stolk