



Waldorf Education Society of Edmonton Position Description - President

Term:

Two years, elected at the Annual General Meeting. A President may be appointed and serve until the next AGM when the position shall be up for election.

Accountability:

The President is accountable to the WESE Board of Directors or Members as specified in the bylaws. The President may delegate specific duties to the Executive Directors, Board Members and/or Committees as appropriate; however, the accountability for them remains with the President.

Responsibilities:

In addition to the duties carried out by Board members, the President is also responsible for ensuring that the Board of Directors and its members:

- are aware of and fulfill their governance responsibilities;
- comply with applicable laws and bylaws;
- conduct board business effectively and efficiently;
- are accountable for their performance

General Duties:

The President

- creates the agenda and presides over meetings of the Board of Directors
- serves as an ex-officio member of board committees, propose policies and practices, is the primary liaison between the Board and the Administrative team
- ensure that the organization maintains positive and productive relationships with media, funders, donors, and other organizations
- works with the Board Development Committee to ensure that structures and procedures are in place for effective recruitment, training, and evaluation of board members.
- works with the Financial Committee to ensure that structures and procedures are in place for securing the resources required by the organization; monitors the performance of Directors and Officers, ensures various reports are submitted to the board, to funders, and to other “stakeholders”.
- Depending upon the organization's needs and its bylaws, the President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or directors
- attends monthly Board meetings, currently scheduled for the 3rd Thursday of each month and four scheduled WISE meetings that include both Board and Faculty.

WESE Board Roles and Responsibilities:

Leadership - a leader within the WISE community, members of the WESE Board will be a model of professionalism, and work to promote the vision, mission and values established by the Board and Faculty.

Vision - Members of the board are tasked with envisioning the strategic 'big picture', ensuring the growth and sustainability of the school.

Integrity - WESE Board members must have a genuine interest in the impulse of Waldorf Education, and have a strong commitment to the success of the school.

Responsibility- The dual role of parents and board members must be acknowledged and held in the light. WESE Board members will hold their responsibility to the school above personal preferences and biases.

Service - Board members shall not receive remuneration for their contributions and work; choosing in freedom to serve, collaborate and build.

Accountability - The WESE Board of Directors is accountable to our students to provide for their educational, emotional and physical needs while providing the highest calibre Waldorf Education. We are accountable to our employees to be fair and transparent. We are accountable to our regulating bodies to fulfill our obligations to the best of our abilities. We are accountable to the WESE Board to strive for positive and effective governance and communication, to be present for board meetings and email discussions, to contribute to Board work in a meaningful and constructive fashion and to fulfill the tasks we have agreed to.

Resilience - There will be many changes ahead, challenges to overcome, and emergencies to manage. Through these changes Board members must set a tone of grounded optimism, integrity and resilience.

As leaders in the school we must shine in our actions and deeds.

Confidentiality - WESE board members will sign a confidentiality agreement annually. Ensuring the privacy of the personal details of both the WISE staff and all WISE families is a sacred trust.