

Position Profile



President

Summer 2023

The Position

Position Title	President
Location	Calgary, Alberta
Reports to	Overall Organization
Direct reports	Board of Directors
Weekly time commitment	15-30 hrs, variable

Specific Responsibilities

- Overseeing the complete operation of the Rescue in accordance with the direction established by the mission, bylaws, articles of association, and objects.
- Representing the Rescue in civic and professional association responsibilities and activities in the local community, the Province, and at the national level. (Other executive leaders bear responsibility for these ventures as interested or assigned as well).
- Act as chairman of meetings of Directors. In the event a resolution brought forth results in an equality of votes, cast the tiebreaker vote.
- Act as chairman at all meetings of Shareholders.
- In all actions and decisions, act honestly and in good faith with a view to the best interests of the Rescue.
- Communicating and implementing the Rescue's vision, mission, and values.
- Ensuring that the Rescue's direction is communicated on a level that allows every volunteer to feel as if they are part of the Rescue's mission and that their role is strategically important.
- Leading, guiding, directing, and evaluating the work of other executive leaders.
- Meet regularly with Directors, Coordinators, and Teams as needed to

ensure:

- Rescue's goals and mission are being met
- Volunteers understand their expected roles and responsibilities
- Review of current policies and procedures and updating/troubleshooting as needed
- Oversee development and implementation of appropriate training for new volunteers.
- Attend all scheduled board meetings and take on board specific tasks as appropriate.
- Take over volunteer communication when the applicable Director or Coordinator is unavailable, or when otherwise needed.
- Attend to emergency situations when other volunteers are not available or when it is inappropriate / unsafe to ask general volunteers to attend to a situation.
- Manage funds and fundraising of the shelter, including directing resources and managing finances within budget guidelines and policies.

The Person

Qualifications & Experience

Experience

- Familiarity with Rescue work is an asset.
- Leadership experience outside of Pawsitive Match (volunteer or professional).
- Non-profit governance experience is an asset.

Qualifications

- Community member in good standing.
- Excellent communication skills.

Personal Characteristics

- Effective at conflict management to mediate issues both within the organization, and between organization and the public.
- Excellent judgement, strong decision-making skills, self-awareness and the ability to deal ethically with competing demands.
- Uses appropriate delegation to create a sense of ownership of higher-level organizational issues and encourages individuals to stretch beyond

their current capabilities.

- Sets high goals for personal and organizational accomplishment; using metrics to monitor progress toward goal attainment.
- Uses effective interpersonal style and communication methods to influence and build relationships with stakeholders (e.g. other board members, Coordinators, volunteers, community members etc.).
- Demonstrates a willingness to learn and accept constructive criticism from stakeholders.
- Passionate about animal welfare.

To apply for this volunteer position, please email your resume to board@pawsitivematch.org. If you are not currently a volunteer with Pawsitive Match Rescue Foundation, please also fill out a volunteer application here: <https://pawsitivematch.org/volunteer/>.