



Pawsitive Match Rescue Foundation

PRESIDENT

The Role

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|-------------------------------|---------------------|-------------------------|--------------------|
| Location | Remote | Reports To | Board of Directors |
| Weekly Time Commitment | 15-30 hrs, variable | Direct Report(s) | Board of Directors |

The President oversees and leads the organization's overall operations and governance. This leadership role ensures the smooth functioning of all teams, fosters collaboration across departments, and serves as a key decision-maker for organizational policies, strategies, and goals. The President is instrumental in guiding the vision of Pawsitive Match Rescue Foundation, ensuring alignment with its mission and values while driving impactful outcomes for rescued animals.

The Responsibilities

- Oversee the complete operation of the rescue in accordance with its mission, bylaws, articles of association, and objectives.
- Represent the rescue in civic and professional associations and activities at the local, provincial, and national levels. Other executive leaders may also represent the organization as needed.
- Act as chairman of meetings of Directors, casting the tiebreaker vote in the event of an equality of votes.
- Chair all meetings of Shareholders.
- Act honestly and in good faith in all actions and decisions, prioritizing the best interests of the rescue.
- Communicate and implement the rescue's vision, mission, and values.
- Ensure that volunteers understand their strategic role in the rescue's mission and feel valued in their contributions.
- Lead, guide, direct, and evaluate the work of other executive leaders.
- Meet regularly with Directors, Coordinators, and Teams to ensure:



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- The rescue's goals and mission are being met.
- Volunteers understand their roles and responsibilities.
- Policies and procedures are reviewed, updated, and adjusted as needed.
- Oversee the development and implementation of appropriate training for new volunteers.
- Attend all scheduled board meetings and take on board-specific tasks as required.
- Step in to manage volunteer communication when the applicable Director or Coordinator is unavailable.
- Address emergency situations when other volunteers are unavailable or when it is inappropriate or unsafe to assign them.
- Oversee financial management, ensuring resources are directed appropriately and that fundraising and financial policies are followed.

The Person

- A community member in good standing.
- Strong conflict management skills to mediate issues within the organization and with the public.
- Excellent judgment, decision-making skills, and self-awareness, with the ability to navigate ethical dilemmas.
- Effective at delegating tasks to create a sense of ownership and encourage growth within the organization.
- Goal-oriented, using metrics to track organizational progress and success.
- Strong interpersonal and communication skills to build relationships with stakeholders, including board members, coordinators, volunteers, and the community.
- Open to learning and accepting constructive feedback.
- Passionate about animal welfare.



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Experience & Qualifications

- Familiarity with animal rescue work is an asset.
- Leadership experience outside of Pawsitive Match (volunteer or professional).
- Non-profit governance experience is an asset.
- Animal Related Skills - Basic Animal Handling is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Professional Writing Skills/Experience is an asset
- Public Relations & Community Engagement Skills/Experience is an asset.
- Training & Mentorship Experience is an asset.