



Becker Breakfast Club | Job Description

PRESIDENT

(Voting Board Position)

This person is voted on by active board members.

Major Role: The President shall be responsible for setting the long-term direction of the breakfast club and implementing, monitoring, and evaluating all club functions. As a member of the club's board, this role is a representative of the breakfast club, working in the best interest of the club in its entirety. You will attend and running board scheduled meetings to provide status, input and direction to the board related to the area of responsibility as defined within this description.

Responsibilities:

- Preside over all board meetings and other special meetings, ensuring they stay on task and run efficiently
- Work to secure donations for individuals and business within Becker and the surrounding communities
- Responsible for signing checks when treasurer is not able to
- Build positive relationships with other faith-based associations and clubs within the community
- Ensure proper budgets are developed and monitored
- Help recruit new board members for vacant board positions
- Assist with other roles and activities as required

Key Competencies:

- Interpersonal skills, ability to interact with many people
- Strong ability to develop and foster relationships
- Ability to manage and lead while providing constructive feedback when necessary
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self-motivating and takes initiative

Time Needed for Position: This is a 12-month position and re-appoints on an annual basis. This position requires approximately 4+ hours weekly, also attending BBC events and meetings. Requirements may increase or decrease depending on the time of year.