



New Brunswick Forest Technicians Association Terms of Reference Executive & Committee Positions of Accountability

Position(s):	President		
Committee:	N/A		
Version:	Original 1.0	Replaces Version:	N/A

GENERAL PURPOSE OF THE POSITION/COMMITTEE: *Briefly describe the position's primary purpose or contribution to the Organization.*

The role of the President is to advance the Objectives of the Association through active leadership of the Executive Council and the General Membership. The President is responsible for providing support and guidance to the Executive and to represent the NBFTA as required with outside interested parties.

Success in the role of President is indicated by an aggressive Association of forestry professionals involved in current issues to promote the practice of sustainable forestry.

MEMBERSHIP: *As specified in the NBFTA Constitution, by-laws or otherwise.*

The President will Chair the Executive Committee, and serve on the Advisory and Disciplinary Appeal Committees.

TERM: *As specified in the NBFTA Constitution, by-laws or otherwise.*

The individual shall hold office at the pleasure of the Association for a minimum of one year.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *List essential and important functions and responsibilities. Include all-important aspects -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.*

The primary duties and responsibilities of the President's position include, but are not limited to the following;

- Provide guidance to the Executive and Regional representatives
- Ensure the strict observance of the NBFTA by-laws, constitution and code of ethics
- Develop and maintain an action plan.
- Promote effective two-way communication within the NBFTA and external parties
- Ensure that he or she or a designate is available to attend all Executive council meetings.
- Submit general letter to the membership in each Azimuth
- Plan and chair the NBFTA Annual General meeting
- Serve on the Disciplinary Appeal Committee and appoint two other Certified members to serve on the said committee

- To replace members of the Executive or Certification Committees, if required and as specified in the NBFTA By-laws.

MEETING FREQUENCY: *Include any sub-committees.*

The Executive Council will meet at least once during June 1 and September 30 according to the constitution.

ADDITIONAL INFORMATION: *Include any other information that will aid in the preparation of an accurate description of this position.*

Normally, The President should progress through the offices of the Executive Council to the Presidents Chair so as to be familiar with key roles and responsibilities and major issues of the day.

The President will attend or arrange a designate to present the NBFTA Award at the Maritime Forest Ranger School's Graduation ceremonies at Fredericton and Bathurst.

The President will ensure the presentation of the "Technician of the Year" is made at the annual General meeting.

The President or his designate will contribute to the Atlantic Review column "Contacts" on a quarterly base.

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